



Warren County Izaak Walton League
PO Box 183, Indianola, IA 50125
Building Rental Agreement

Rentals: Private rentals are for the chapterhouse, the grounds immediately surrounding the chapterhouse, and the parking areas, but not any of the ranges (trap, which is located just east of the chapterhouse, archery, and rifle ranges, which are north of the parking).

Rates: Non-Members \$200.00 per day + \$75.00 deposit w/o alcohol or \$150.00 with alcohol.
Members (must be currently paid) rate \$125.00 per day + \$75.00 deposit w/o alcohol or \$150.00 w/alcohol.

Reservations will be void if contract and deposit (required for all) have not been received within 2 weeks of verbal agreement. Rental fees are due 30 days before scheduled event. Rental fee is non-refundable, unless Warren County Izaak Walton League, Rental Manager or President is notified 48 hours before due date.

Your \$75 / \$150 deposit check will be deposited. An inspection of the building will take place after your event, and if all conditions listed below are met, we will mail you a check for your deposit within 30 days.

*** **Building is NON-SMOKING!**

*** **Please keep kegs in the kitchen or outside only. The kegs damage the floor.**

Conditions:

1. **Do not remove any Izaak Walton League property such as animal heads, plaques, or pictures from the walls, or information from the bulletin board.**
2. **Do not use tape, staples, nails, tacks, etc., on the walls, ceiling, floor or any of the furnishings, (tables, chairs, or animal heads). There should be some hooks in the ceiling grid work that you can use to decorate.**
3. **If you bring any equipment or furnishings into the building, please protect the floor.**
4. **Agreement does NOT include any other Izaak Walton League facilities or grounds.**
5. **Bring your own kitchen, cooking, and eating supplies.**
6. **Refrigerator(s) are available for your use.**
7. **Take all leftover food with you when you leave.**
8. **Take all garbage (kitchen, bathrooms, main room, and outside trash) out to the dumpsters. Please do not put garbage in the barrels near the building.**
9. **You are responsible for cleaning the tables, chairs, refrigerator(s), kitchen, bathroom, and floors. (Brooms, mop and bucket provided.) Only use a little water on the hardwood floors!**
10. **Turn off all lights and lock all windows and doors when you leave.**
11. **No sleeping overnight in the building!**
12. **Renter(s) must be out of the building before midnight the day of rental.**
13. **In the winter, set the thermostat at 55 degrees before leaving.**
14. **In the summer, turn air off before leaving.**
15. **Snow removal is NOT provided.**
16. **DAMAGES TO: Chairs, tables, ceiling tiles, light covers, picture frames, animal heads, etc., including Building Structure and/or Grounds will be repaired by the Club (or hired out) and CHARGED to the Renter(s). ***YOU ARE MONETARILY RESPONSIBLE FOR ANY DAMAGES.**
17. **MISSING ITEMS: Rugs, chairs, tables, benches, trash cans, etc., will be replaced by the Club and CHARGED to the Renter(s). YOU ARE MONETARILY RESPONSIBLE FOR ANY MISSING ITEMS.**

IF YOU FAIL TO COMPLY WITH ANY OF THE ABOVE CONDITIONS YOU WILL FORFEIT YOUR ENTIRE DEPOSIT.

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The undersigned has read and agrees to the conditions and rate schedule, and further agrees to accept responsibility for the organization/group renting the facility.

Date of function _____ Time _____

Print Name _____ Phone # _____

Sign Name _____ Date _____

Member Non-member

Organization/Event _____

Address _____

City _____ State _____ Zip Code _____

Email address _____

Deposit Check/Cash _____ Rental Check/Cash _____

If the return deposit check is to be made out to someone other than the Name and Address above, please list that person's name and address here:

Fill out, sign, and date one copy and return to the address below with your deposit.
Retain a copy for your records.

**Building Rental Manager
Jay Timmons
411 Norwood Place
Indianola, IA 50125
410-375-6124**

Email - iowakavakerjw@gmail.com

Warren County Izaak Walton League Website: www.warrenikes.com