

FAYETTE OPERA HOUSE COMMUNITY CENTER RULES

Contact person as of 2/18/2009 Fred or Arlene Klatt 563-425-4526, or aklatt@iowatelecom.net

WE ARE GLAD YOU ARE USING THE FAYETTE OPERA HOUSE COMMUNITY CENTER. WE LIKE OUR FACILITY TO BE KEPT NEAT AND CLEAN. PLEASE TAKE TIME TO READ OUR RULES, AND BY SIGNING THE AGREEMENT BELOW YOU AGREE TO ABIDE BY THESE RULES:

1. Clear and wipe off all tables and chairs and put them back where you found them.
2. PLEASE DO NOT SIT OR STAND ON THE TABLES!!!
3. Sweep, wet mop and vacuum the floors.
4. Clean the bathrooms.
5. Turn off the lights and ceiling fans.
6. Lock the doors.
7. Turn the heat down to 55 degrees (if it is on); turn off the air conditioning (if it is on).
8. Clean up outside, if necessary.
9. Place all garbage in bags and take with you.
10. The tables and chairs are NOT to be taken outside.
11. No balloons. If balloons are let go they will float to the ceiling and set off the fire alarm.
12. No nails will be put in the walls or woodwork. No signs and posters will be taped to the walls.
13. The community center shall be rented for the day or specified days only.
 - a. That day will begin at 7:00 a.m. and end at 7:00 am the following day unless other arrangements are made.
 - b. The community center will be cleaned by end of the rental period or the deposit will be forfeited.
 - c. If the party or parties renting the community center wish to assure they have access to it before the event for decorating, etc., they will be charged an amount equal to the rental charge for the event that they are having.
14. Your deposit will be returned to you after the Opera House has been checked for cleanliness and damages inside and out and the key has been returned.
15. The person signing this contract will be held responsible for ANY damages that may occur.
16. Sound system is available only on request.
17. The Opera House is a smoke-free venue.
18. We reserve the right to refuse to rent to any individual or group.

WE APPRECIATE YOUR COOPERATION!
THANK YOU!

The Fayette Opera House does have a license to sell Beer and Wine. If you wish to use this service there is a bar set up fee of 150 dollar and depending on your staffing needs we may need to charge an additional 50 dollars per waitstaff requirements. Please let Arlene know at least 3 weeks before your rental if you wish to take advantage of this service. All sales from the bar goes to the Fayette Opera House for upkeep of the facility.

Note that law enforcement has the right and the approval of the Opera House Board to enter the building at any time during your event to enforce any ordinances or laws and or speak with said renter about a problem such as parking, etc.

FAYETTE OPERA HOUSE COMMUNITY CENTER RENTAL POLICY
Community Center (Fayette Opera House)

Rental Fees for the Fayette Opera House:

- a. \$150.00 deposit for main upstairs hall, due when Opera House is reserved.
- b. \$150.00 rental fee for main upstairs hall, due when key is picked up.
- c. \$150.00 deposit for kitchen and basement hall, due when Opera House is reserved.
- d. \$150.00 rental fee for kitchen and basement hall, due when key is picked up.
- e. \$300.00 deposit for main upstairs hall, kitchen and basement hall, due when Opera House is reserved.
- f. \$300.00 rental fee for main upstairs hall, kitchen and basement hall, due when the key is picked up.
- g. 50% of the deposit is refundable if cancelled 30 days or more ahead of schedule. If the reservation is canceled less than 30 days ahead the deposit is non-refundable.
(Please remove bottom portion and return with deposit)

I HAVE READ THE ABOVE TWO PAGES AND AGREE TO ITS CONTENTS.

DATE TO RENT: _____

NAME: _____

ADDRESS: _____

TELEPHONE #: _____

SIGNATURE: _____

- I would like to have a bar set up with 2 bartender for the fee of 150 dollars..
- I would like to add additional wait staff for a fee of 50 dollars per person.

Deposit _____
Rent _____
Bar Fee _____
Total of all _____

Please sign and return this form to:
Fayette Opera House Community Center
P.O. Box 685
Fayette, IA 52142

If this rental is a University student group the Office of Student affairs must sign in this box their approval of event.
