

YALE COMMUNITY CLUB RENTAL APPLICATION/AGREEMENT 10/20/15

The undersigned Renter hereby applies for the rental of the Yale Community Club Building, and in the event this application is accepted, agrees to comply with all terms and conditions of this Rental Agreement and the Rental Rules which are attached hereto and incorporated herein by this reference.

Renter: _____

Contact Person if Business or Organization: _____

Address: _____

Telephone: _____ E-mail: _____

Date of Rental: _____ Purpose of Rental: _____

Rooms to be rented (check appropriate boxes):

Small meeting room Kitchen Large Banquet Room

Optional Rental Equipment (an additional flat rate fee of \$25 will be added to the rental fee)

Sound Equipment Projection Screen

Reservation Time: _____ Number of People: _____
_____ (Include set-up and clean-up time).

Security Deposit: Security deposit will be equal to rental fee. \$ _____

Rental Fee: \$ _____

YALE COMMUNITY CLUB reserves the absolute right to retain the security deposit if you cancel your rental for any reason anytime after you sign this contract and the rental date has been reserved for you.

Renter's Signature: _____ Date: _____

Accepted by YALE COMMUNITY CLUB

By: _____ Date: _____

Please complete all contact information, sign and date this agreement and return it with the security deposit payable to YALE COMMUNITY CLUB. Upon receipt by the YALE COMMUNITY CLUB of the completed Rental Agreement, the security deposit and rental charge, a copy of the Rental Rules with your initials, and upon acceptance of your application, the YALE COMMUNITY CLUB will reserve the Community Building for your requested date and time.

YALE COMMUNITY CLUB RENTAL RULES

The YALE COMMUNITY CLUB maintains the Yale Community Building. The facility is available for rental and all rentals must be arranged in advance. A Rental Agreement form and a copy of these Rental Rules with the renter's initials must be completed, the Rental Agreement must be approved, and the full payment including a security deposit must have been received before the rental date can be considered fully reserved. The following provisions apply to all Rental Agreements for the Yale Community Building:

CAPACITY:	Small meeting room: 50 persons	
	Banquet room: 300 persons	
RATES:	#1 small meeting room:	\$ 50.00
	#2 small meeting room and kitchen:	\$100.00
	#3 full building	\$225.00
	#4 Sound/Projection Equipment	\$ 25.00

Internet access is available for an additional \$25. At least 2 days advance notice is required.

SMOKING IS NOT ALLOWED INSIDE THE BUILDING! Candles must be in appropriate containers.

No pets are allowed inside the building

LIABILITY: The Renter is responsible for the repair or replacement of damaged or lost property, including any damage or loss caused by the Renter's guests or other invitees. To the extent allowed by law, YALE COMMUNITY CLUB shall have no liability for any loss or damage to persons or property caused by or as a result of the activities of the Renter or the Renter's guests or other invitees. Renter agrees to hold harmless and indemnify the Yale Community Club from any such loss, damage, or claims arising from Renter's occupancy of the premises.

DEPOSIT: The Renter shall deposit with the Club a security deposit in an amount determined by the Club, as security for the faithful performance by the Renter of all terms and conditions of this Rental Agreement. The Club may use the deposit to reimburse itself for any expenditure, damage or loss resulting from the Renter's failure to perform the terms and conditions of this Rental Agreement or from the Renter's use of the Building. If the Deposit is not sufficient to cover damages caused by the Renter, the Renter agrees to promptly pay any difference to the Club and to be fully responsible for the same. The following are some, but not all, examples of fees that may be charged, and amount deducted from deposit based on an inspection conducted after the rental:

- A cleaning fee of \$50 per person hour will be charged for cleaning and/or repairs for failing to leave the Building and grounds clean and in good repair at the end of the rental.
- A disposal fee of \$20 per bag of garbage will be charged for any garbage and trash which must be removed from the Building and grounds.
- A fee of \$100 for re-keying of the Building will be charged for failure to return the key(s) or for duplication of the key(s).
- If any door is left unlocked after Renter's use of the facility, the entire deposit will be forfeited.

EQUIPMENT: Tables and chairs are available free of charge. Renters are responsible for setting up the tables and chairs. Any equipment or rentals brought to the Clubhouse by the Renter or by an outside Caterer, including those procured elsewhere, may not be delivered prior to the Reservation Time unless arrangement to do so is made with the Building Manager. All such material must be removed immediately at the end of the Reservation Time. If it is not removed promptly, the Renter is responsible for paying the rental fee for each additional day that such material remains in the Clubhouse.

DECORATIONS: No decorations may be hung from the ceiling fans. No decorations shall be attached to walls, floors, ceiling, or windows with fasteners such as tacks, nails, staples, tape, etc. All decorations for an event must be removed at the conclusion of the event.

KIDS' AND TEENAGERS' PARTIES: All activities held primarily for children and/or teenagers (i.e., persons under 18 years of age) must be attended by a sufficient number of adult sponsors so that at least one adult sponsor [age 18 or older] attends the event for every 10 teenagers, preteens, and children.

Renter's Initials: _____

Group Name: _____

The Community Club has had several incidents of the building not being left in the condition that it started in. To help avoid this in the future, attached is a checklist of items that need to be done before you leave the building. Please complete the checklist, sign and leave it in the building or bring to me when you drop off keys.

Thanks!

Teresa Kipp

641-757-0522 if questions

- All dishes/utensils used - washed, dried and put away.
- Used dish towels and dish rags left in container by the yellow fridge
- Sinks clean
- Roasters used – washed, both liner and outside, dried and put away
- All countertops clean and not left sticky (spray is under sinks)
- Stoves/microwaves cleaned if used
- Wipe up any spills in refrigerator and cooler
- Clean any spills in the microwave
- Tables cleaned
- Chairs wiped off
- Any spills/messes on floors mopped up
- Kitchen floor swept
- Kitchen floor mopped
- Kitchen rugs swept and vacuumed
- Front room floor swept
- Front room mopped
- Front rug vacuumed
- Tables and chairs returned to original positions in front
- All banquet room tables and chairs put back in the storage closet

- Dry Mop the wood floor by pushing everything onto the carpet then use the new (red) vacuum to vacuum the carpet.
- If there are stains in the carpet there is carpet cleaner under the sink. Try your best to scrub it out. If you can't get it out please notify me as soon as possible so I can get up and work on it before it sits too long.
- All garbage cans emptied and bags placed in dumpster at back of building (left side). Garbage bags replaced (under sink in kitchen)
- Bathrooms - no paper towels, toilets paper, kleenex etc. on floor, sweep if necessary. Bathroom counter wiped off. We do not expect you to clean the toilet bowls, however, please clean any messes or misses that don't make the toilet bowl and end up on the outside of the toilet, floor or wall. (Disinfectant wipes in broom closet)
- Turn out lights (lights by bathroom stay on all the time)
- Close and lock all doors.
- Return keys

Please mark each item as you complete (or write N/A beside if you only used a portion of the building and the item didn't apply to your rental) and sign.

Signed: _____

Thanks for helping us keep our building in great condition!!

Yale Community Building Kitchen Equipment

Roasters	8
100 cup percolators	4
3 carafe drip coffee maker	1
Crock pots	1 large, 1 medium, 1 small
Serving trays	145
Punch bowl	1
Coffee pitchers	11
Water pitchers	12
4 slice toaster (New)	1
Electric skillet (New Teflon)	1 (MUST use Teflon utensils on Teflon pans)
NEW cookware	(7-piece set Teflon pans & skillet)
3 piece cookware set:	stove top skillet w/lid, cook pot (no lid)
Old cook pans (no lids)	
XL stainless steel bowls	2
Medium stain. steel bowl	1
White plastic mixing bowls	6
White glass serving bowls	7

Preparation and serving equipment:

Cutting boards	4 large 2 small
Long handled forks	7
Long handled spoons	12
Slotted spoons	8
Tongs	10
Rubber scrapers	4
Teflon spatulas	6
Thin metal spatulas	8
Pie servers	6
Serving spoons	20
Ice cream dippers	3
Strainers	1 large 2 small
Colanders	1 large 1 small
Soup ladles	2 large 4 small
Gravy ladles	3
Can openers	3
Wire whisks	4

**Yale Community Building
Kitchen Equipment (continued)**

Measuring cups & spoons	1 set of each
Large glass measuring cup	1
Cookie sheets	4
Soup bowls	100
Knives:	paring 12, serrated 5, slicing 7
Grater	1
Cake knife	1
Hand beater	1
Hand mixer (electric)	1
Ice cube trays	6
Scoop for ice cubes	1
Spaghetti server	1
Hand potato mashers	2
High chairs	2
Booster seats	2