

**City of Dysart**  
**601 Wilson Street, PO Box 686, Dysart, IA 52224**  
**Phone: 319/476-5690**

**Community Building Rental Agreement**  
**418 Main Street, Dysart, IA**

Organization or Individual User:

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Time Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

**Reservation Information**

Day and Date Reserved:

\_\_\_\_\_

Time of Reservation: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_

Purpose of Reservation:

\_\_\_\_\_

.....  
(Please Read Carefully Before Signing)

I hereby agree to follow and enforce all Community Building rules and regulations as outlined in the following rental agreement pages, and acknowledge that I have received and read a copy of such rules. I certify that I am responsible for the protection of the building and its contents during the length of this reservation. I further understand that the City of Dysart reserves the right to cancel this rental agreement for any reason if deemed necessary.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CITY OF DYSART  
COMMUNITY BUILDING RULES AND REGULATIONS**

1. **THIS IS A NON-SMOKING FACILITY, IN ACCORDANCE WITH STATE LAW.**
2. Reservations for the use of the building are to be made at the City Clerk's Office at 601 Main Wilson Street. Contact can be made in person or by calling 319/476-5690 between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday.
3. Rental fee is due upon signing of Rental Agreement. Rental fees are as follows:
  - Lower level, including kitchen, dining room and bathrooms - \$75
  - Upper level, including dance hall and bathroom facilities - \$135
  - Whole building - \$200
  - Use of building for auctions: \$250
4. Any damages to the building or to its contents, done by any user, are to be reported. Renter is responsible for any damage done.
5. The City of Dysart is not responsible for thefts or accidents during Renters use.
6. The kitchen is to be left in the order you find it and ready for use by the next renter. This includes wiping down the counters and appliances. A checklist is attached to this rental agreement.
7. Renters are responsible for setting up tables and chairs and putting things back in their proper place.
8. Trash is to be taken to the dumpster located behind the building.
9. No items are to be removed from the building without permission of the City Council,.
10. No tape, nails, staples or tacks are allowed in walls or ceilings. Only command strips may be used to hang items on walls.
11. **Absolutely no open flame candles are allowed.** Only battery-operated candles may be used.
12. You must provide your own dishtowels and dishcloths.
13. Key may be picked up and returned to City Hall between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. There is a drop box on the east side of City Hall if you need to return the key after hours.
14. The building will not be rented to anyone under the age of 18. An adult must sign the rental contract. Adult supervision is required for youth activities.

15. Alcohol Use: Club Dysart holds the liquor control license for the facility, and all alcohol consumed on the premises must be purchased from Club Dysart in accordance with the established practice for serving alcohol within the facility. Club Dysart retains the right to refuse to serve alcohol at any event or to any person for any reason or for no reason whatsoever, and further reserves the right to terminate any event that (in the sole judgment of the City or those acting under its authority) has become unruly, or improperly managed, or is a risk to any person or property. If any event is so terminated, there shall be no return of rental amounts and the same shall stand forfeited. Club Dysart will set the price for alcoholic beverages sold on the premises, which may change from time to time and without notice. A security officer is required at public dances where alcohol is served.
  
16. **THE BUILDING SHOULD BE LOCKED AFTER EACH USE. KEYS MAY BE RETURNED USING THE DROP BOX ON THE EAST SIDE OF CITY HALL.**