



City Hall
101 Story St
(515) 685 – 2531
info@slateriowa.org

Slater Community Center (Senior Center) Rental Agreement

Rental Rate: \$75.00 for full day rental (Rented hours: 6:00 AM – 12:00 AM)

1. Renter agrees to leave the facility and surrounding areas in the same or better condition as found.
2. Reservations require both payment and signed agreement submitted to City Hall. Reservations can be made up to 1 year in advance.
3. Keys: Pick up at City Hall during business hours (Mon-Fri: 8 AM-4 PM) the week of rental day. Return keys to the City Hall drive thru box located on the west side of the building.
4. Doors may not be propped open during renting.
5. Decorations **cannot** be attached to walls with tape, nails, or other items that may cause damage.
6. You are responsible for bringing your own silverware, plates, cups, towels, and cookware.
7. All garbage must be bagged and disposed of in the dumpster located behind the fire station (exit through the north door and go west). Trash can liners must be replaced; there are extra liners located under the kitchen sink. Floors must be swept and mopped (if needed), and the kitchen and restroom must be cleaned.
8. Cleaning supplies are located in the bathroom, and the broom/mop are located by the furnace. Only water may be used on the floor (no chemicals). If you use the last of any supply, please leave a note with the returned key.
9. The possession, consumption, or distribution of alcoholic beverages is strictly prohibited within the facility and surrounding grounds.
- 10. If the building or grounds is found dirty or damaged after your rental, additional fees will be charged for cleanup and/or repairs.**

Checks should be made out to “City of Slater”.

Renter(s) Name(s): _____

Address: _____

Phone & Email: _____

Day and Date to be Rented: SU M T W TH F SA _____

Signature(s) of Applicant(s)

Cancellation Policy:

Rental fees will be returned for any cancellation made more than 72 hours (3 days) prior to your rental date/time.

Exceptions: Cancellation for all weekends in May and all holidays must be made a minimum of 30 days before your rental date/time to receive a refund.

Office Use Only:

Form Submitted: ____/____/____

Notes:

Rental Fee Paid: Y / N