



A.R.I.S.E.

The American Legion Memorial Building

201 Poplar Street, Atlantic, IA 50022

Memorial Hall - Rental Contract

Scheduling Calendar = www.ariseAtlantic.org/rental/

Email = arise201poplar@gmail.com

Phone = 712-243-5445

Name of responsible party _____

Address _____

Telephone (Primary) _____ (Alternate) _____

Type of Event _____ Date of Rental _____

Time to OPEN Building _____ Time to CLOSE Building _____

Estimated number of people attending the Event _____

Steve Livengood (PH: 712-243-5445) or another representative will OPEN and CLOSE the building at the times specified. Contact phone numbers for other representatives are located at the front door. Any variation from the specified times must be indicated at least one hour prior to the change. **In no event shall the building be left unattended.** Please read the attached "Rules and Instructions".

SET UP & CLEAN UP

- Set-up and clean-up services are included in the rental price.
- Place your trash in the trash cans, move the cans to the table/chair storage room, and clean up spills.
- See "Rules and Instructions" for more information.

ITEMS AVAILABLE (Check Items Needed)

____ Chairs (quantity needed ____)	____ Tables (quantity needed ____)
____ Projector / projector screen	____ Kitchenette (sink & refrigerator/freezer only)
____ PA system (wireless microphone)	(Available for no extra fee)

Signature of Renter and Date



RENT must be paid with signed contract (received no later than 2 weeks prior to the event)

\$75 (with your meal) (*Kitchen rental is an additional cost, but not required*)

\$25 (without a meal)

Name on Rent Check _____

Payment Check # _____

Check payable to - ARISE

Mail completed form to: ARISE, 403 Maple Street, Atlantic, IA 50022

Any damage to the facility (including tables and chairs) will be billed to the renter at actual cost plus 10%.

We reserve the right to refuse service to anyone.

The American Legion Memorial Building

201 Poplar Street, Atlantic, IA 50022

Kitchen - Rental Contract

Name of responsible party _____

Address _____

Telephone (Primary) _____ (Alternate) _____

Type of Event _____ Date of Rental _____

Time to OPEN Kitchen _____ Time to CLOSE Kitchen _____

Estimated number of people attending the Event _____

Steve Livengood (PH: 712-243-5445) or another representative will OPEN and CLOSE the kitchen at the times specified. Contact phone numbers for other representatives are located at the front door. Any variation from the specified times must be indicated at least one hour prior to the change. Please read the attached "Rules and Instructions".

CLEAN UP

- Clean-up services are included in the rental price.
- See "Kitchen Rules and Instructions" for more information.

Signature of Renter and Date

RENT must be paid with signed contract (received no later than 2 weeks prior to the event)

\$ 50 (Payment may be included on Memorial Hall rent check)

Name on Rent Check _____ Payment Check # _____

Mail completed form with Memorial Hall Rental Contract to:

ARISE, 403 Maple Street, Atlantic, IA 50022

Any damage to the kitchen or kitchen equipment will be billed to the renter at actual cost plus 10%.
We reserve the right to refuse service to anyone.

Memorial Hall

RULES AND INSTRUCTIONS

- Do not use nails, tacks, tape, or stick pins in the walls, cabinets, woodwork or ceilings.
- No decorations may be affixed to the walls, cabinets, woodwork or ceiling. Balloons must be anchored.
- No open flames allowed.
- Do not remove tables or chairs from the building.
- Keep tables and chairs away from the walls and cabinets.
- Do not drag tables or chairs across the floor. Please pick them up and carry them.
- Do not tamper with display cabinets.
- No smoking in the building or on the grounds.
- ARISE will not be responsible for lost, stolen, or damaged personal property and will not be held responsible for any personal injury caused by equipment or property belonging to the Renter.
- If you would like to set up or decorate prior to the event, please coordinate with ARISE.
- Cancellation notices at the earliest opportunity are appreciated.
- Rent must be paid at time of reservation. Reservations will be made on a first come first serve basis. Renters will not be allowed to sub-lease the building. Signed contracts must be received within two weeks of the event. **Unsigned contracts will be returned without a reservation. Your event posted to the website calendar is confirmation of the rental.**
- ARISE has the right to control the management of the space and grounds and the right to enforce all necessary and proper rules for its management and operation. ARISE personnel may enter the premises at any time and on any occasion.

CLEAN UP

- Remove all trash and place in the trash cans. Move the trash cans to the table/chair storage room.
- Clean Up your spills.
- Do NOT dust mop floor.
- **Do NOT stack tables and chairs in storage room.**

Signature of Renter and Date

Kitchen

RULES AND INSTRUCTIONS

- Do not use nails, tacks, tape, or stick pins in the walls, cabinets, woodwork or ceilings.
- No decorations may be affixed to the walls, cabinets, woodwork or ceiling.
- Do not move tables or chairs into the kitchen.
- No smoking in the kitchen.
- All counters will be wiped (cleaned) after use – and periodically during use.
- Do not hang items from cabinet door and drawer handles.
- Do not place hot items on countertops.
- Do not use knives on countertops.
- Do not allow cabinet doors to slam shut.
- Do not place wet plates, dishes, bowls, utensils, etc in cabinets or drawers.
- Do not use abrasive cleaners on cabinet door and drawer surfaces.
- Do not sit (your body) on the countertops.
- Do not use Food Drop Container (located under plate return counter) for common trash.
- Do not use island sink to wash dishes or your hands. Island sink is for food preparation only. Use small hand washing sink (under the mirror) to wash your hands. (Department of Health guidance)
- Do not allow food by-products (food, peelings, leaves, etc) to go down drain. Sinks are not equipped with garbage disposals. Allowing these by-products to do down the drains will surely result in clogged drains.
- Use range exhaust hood(s) when using stove burners. NOTE: There is an exhaust fan on the bottom of the microwave.
- Ensure stoves are turned OFF when leaving.
- Remove / empty all trash containers after rental period.
- ALL food items left in the Kitchen will be removed within two days of the end of the rental period. Bottled drinks and bagged ice are the only exceptions. We appreciate you “thinking of us” when leaving food items, but all items will be removed anyway.
- ARISE will not be responsible for lost, stolen, or damaged personal property and will not be held responsible for any personal injury caused by equipment or property belonging to the Renter. (note the First Aid kit beside the hand wash sink)
- Rent must be paid at time of reservation. Reservations will be made on a first come first serve basis. Renters will not be allowed to sub-lease the building.
- ARISE has the right to control the management of the space and grounds and the right to enforce all necessary and proper rules for its management and operation. ARISE personnel may enter the premises at any time and on any occasion.

CLEAN UP

- No clean up required – Included in rental fee

Signature of Renter and Date