



A.R.I.S.E.

The American Legion Memorial Building
201 Poplar Street, Atlantic, IA 50022

Rental Contract

Indicate (circle) Memorial Hall or Kitchen and Memorial Hall for contract

Read and sign the attached appropriate Contract Addendum - "Rules and Instructions" - and include it with the check and signed contract.

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| <p>\$100 – Memorial Hall (Kitchenette with sink and refrigerator is included)</p> <p>ADDITIONAL ITEMS AVAILABLE (Check Items Needed)</p> <p>___ Screen and Projector ___ PA system (wireless microphone)</p> | <p>\$200 – Kitchen and Memorial Hall</p> <p>CALL TO TOUR KITCHEN PRIOR TO RENTAL DATE, IF DESIRED</p> <p>Any damage to the kitchen or kitchen equipment will be billed to the renter at actual cost plus 10%.</p> |
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Is your date available?

Scheduling Calendar web-site address: www.ariseAtlantic.org/rental/

Email = arise201poplar@gmail.com

Phone = 712-254-2254 or 712-249-1070 or 712-243-5445

Name _____

Complete Address _____

Telephone (Primary) _____ (Alternate) _____

Type of Event _____ Date of Rental (MM/DD/YYYY) _____

Time to OPEN Building _____ Time to CLOSE Building _____

Estimated number of people attending the Event (maximum seating capacity = 70) _____

A Host will OPEN and CLOSE the building at the times specified. Contact phone numbers for other representatives are located at the front door. **In no event shall the building be left unattended.**

NO ALCOHOL PERMITTED!

Signature of Renter & Date

SIGNATURE REQUIRED!

RENT must be paid with signed contract and Contract Addendum - "Rules and Instructions" (received no later than 2 weeks prior to the event date) to guarantee the date

Check payable to - ARISE

Mail completed form, check and Contract Addendum to: ARISE, P.O. Box 1, 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.

Memorial Hall with Kitchenette

RULES AND INSTRUCTIONS

(Contract Addendum)

- NO ALCOHOL PERMITTED!
- 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.

Signature of Renter and Date

SIGNATURE REQUIRED!

Kitchen with Memorial Hall

RULES AND INSTRUCTIONS

(Contract Addendum)

- NO ALCOHOL PERMITTED!
- 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 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 drains. 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.
- 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. (First Aid kit is located 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. 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.

Signature of Renter and Date

SIGNATURE REQUIRED!