

RENTAL CONTRACT

For the American Legion Memorial Building: 201 Poplar Street Atlantic, Iowa 50022

Indicate which area(s) you plan to rent by checking the box:

Memorial Hall \$100

Includes: Kitchenette (small sink and refrigerator), Screen, projector, PA system (wireless microphone)

Memorial Hall & Kitchen \$200

Includes: the above **PLUS** the full Kitchen

NOTE: a deposit of \$150 is required; this will be returned if all terms are followed.

Is your date available? Have you checked the ARISE website calendar? You can find it here:

www.ariseAtlantic.org/rental/

How to contact us:

Email: arise201poplar@gmail.com Phone: 712.243.6615, or 712.249.1070, or 712.254.2254

Mail completed application to: PO Box 1, Atlantic, Iowa 50022

******rent & deposit must be paid with a signed contract ASAP to guarantee the date.***

Date requested:			
Name:			
Address:			
Phone:		Time to OPEN:	
Event Type:		Time to CLOSE:	
# of people:			
Signature:			

A member of ARISE (your HOST) will OPEN & CLOSE the building at the times specified. You will be given the name & contact number for the Host once the Rent & Deposit has been received. We ask that the building **NEVER BE LEFT UNATTENDED**. Any damage to the building, tables, chairs, property, etc. will ensure the deposit will not be returned and the renter will be billed for additional costs in excess of the deposit, plus 20%. Make certain a walk-through of the building is completed prior to your rental.

Please remember that this building is also the Atlantic History Center, a Military Museum, Military Library and home to our American Legion members, VFW members and the Civil Air Patrol. There are items on display that honor our Veterans and track the history of the area. Please be respectful of these items. We are happy to share (rent) our facility with the community and that is why our rental rates are minimal. Failure to follow the rules, may result in an increase in rates or the denial of future rentals.

ARISE use only (initial & date):	Payment Received?	Deposit Received?	Calendar Posted?	Copy in file?	Host assigned?	Deposit returned?
					Info given (copy)?	YES NO (explain)

*****SEE REVERSE SIDE, AND SIGN*****

Rules & Instructions

These apply to any area that is being rented in the American Legion Memorial Building.

ARISE is not responsible for lost, stolen or damaged personal property and will not be held responsible for any personal injury caused by equipment or property that belongs to the Renter. Additionally, ARISE will not be held responsible for Renter's failure to follow the Rules & Instructions. There is a First Aid Kit beside the hand washing sink in the Kitchen, and above the sink in the Kitchenette. Please also note the locations of the Fire Extinguishers.

- ✓ NO ALCOHOL
- ✓ NO SMOKING
- ✓ Do not tamper with the display cabinets.
- ✓ Do not use nails, tape, tacks, or stick pins in the walls, cabinets, woodwork or ceilings. If you are considering decorations, please discuss with a Board member to figure out how this may be done.
- ✓ No open flames, per fire code; battery operated candles are permitted.
- ✓ Please leave all tables/chairs INSIDE the building.
- ✓ Please do not drag the tables/chairs, lift & carry to set-up, this will protect our floors. If you don't have the people power to do this, please discuss with an ARISE member as we sometimes are able to help with set-up.
- ✓ When you put the tables/chairs away, follow the instructions provided; there are reasons they are stored the way instructed.
- ✓ Follow the cleaning instructions on the back of the door in the kitchenette and kitchen.
- ✓ When mopping, use only about a Tablespoon (there is a black measuring spoon); too much results in streaks & sticky floors.

KITCHENETTE & KITCHEN

Please, please, and please:

- ✓ review the cleaning instructions; these are displayed on the back of the doors
- ✓ do not use knives on the countertops, we have provided cutting boards to use
- ✓ do not allow food scraps to go down the drains, neither area is equipped with garbage disposals and doing so will result in clogged drains
- ✓ do not place hot items on the countertops; there are trivets & towels that can be used
- ✓ do not sit (your body) on the countertops
- ✓ no decorations are allowed in the kitchenette or kitchen
- ✓ use the range exhaust fan when using the stove burners
- ✓ make sure the stove is OFF when you leave
- ✓ dishwasher instructions are on the front of the machine
- ✓ trash – make certain bags are in the cans, and used; when done with the facility, remove all trash; there is a large dumpster in the garage, put the trash in it.

Signature of Renter: _____ **Date:** _____