



LIABILITY AGREEMENT FOR USE OF GRIMES COMMUNITY COMPLEX (GCC)

BY ORDER OF THE City of Grimes

I, the undersigned, understand that the GCC will be reserved only under the following conditions which I agree to observe. If I do not observe the following conditions, I may incur additional fees.

Please read and initial the following items:

- 1. I will check in and out with the front desk staff and complete all forms that are given.
- 2. **No Smoking** is allowed on the premises. **No alcohol** is allowed on the premises with the exception of the Banquet Hall and Gymnasium with proper deposits and security.
- 3. No commercial fundraising is permitted; however, nonprofit groups are excluded from this restriction.
- 4. The GCC must be vacated by their approved time and paid for by all parties.
- 5. The reserving individual is responsible for normal cleanup procedures: table/chairs put away, floor swept and mop (if necessary), floors vacuumed, and all trash is to be removed from the building to the dumpster (NE side of building).
- 6. City staff will not be called out for non-emergency related items, you may be charged based on the non-emergency related call-outs.
- 7. The undersigned agrees to pay for any damage to the GCC building and/or property and also agrees to pay replacement costs for any missing items. In addition, the undersigned individual agrees to pay a cleanup cost if the GCC and/or property is left in unsatisfactory condition.
- 8. Individuals causing harm to GCC property may be denied use of the facilities in the future.
- 9. The undersigned understands and hereby acknowledges that the City of Grimes shall not be responsible or liable for personal injury or property damage occurring to persons or their guests and invitees, while using the Grimes Community Complex for their own personal matters, or for matters unrelated to the business of the City of Grimes.
- 10. **Events Involving Alcohol--**
 -\$200 Refundable Deposit is due for all events having alcohol. All weekend parties need to be done and out by 11pm.
 -In activities or functions where Alcohol is served, the City requires the organization or group to hire a city approved Police/Security officer for all of the event. Polk County Sheriff's Dept can be called directly to set this up.
 -Only beer (cans only), wine, and champagne may be served at activities and events held in the GCC. These beverages must be provided by the organization, group, or person hosting the activity or event.
 -No compensation of any nature may be exchanged if alcohol is being served during the event unless a State of Iowa Alcohol License is obtained. This includes donations, advance sale tickets, meal tickets and tips. If you have further questions please contact Iowa Alcoholic Beverages at 515-281-7400 – licensing
 -All parties consuming Alcohol in the GCC must be required to conform to all City and State liquor laws.
 -Alcohol may only be consumed within the rented room at the GCC and not outside, hallways, or bathrooms.

The undersigned releases and discharges the City of Grimes from any liability, claims, demands, injuries, damages, actions or causes of action that might occur arising from the use of the City of Grimes premises.

NAME OF RENTEE (print) _____ SIGNATURE _____

ADDRESS _____ CITY _____ PHONE _____

EMAIL ADDRESS _____

DATE(s) of RESERVATION _____

RESERVATION TIMES (must include set-up and clean-up times) _____ to _____ PARTY TIME: _____ to _____

LOCATION (Please circle)- 106 107 202/203 205 402 102-Cage 300-Cafeteria 301-Gym 304-Banquet Hall

TYPE OF PARTY- (ex- meeting, party, reunion, practice) _____

NUMBER OF PEOPLE _____ NUMBER OF ROUND TABLES _____ NUMBER OF LONG TABLES _____

Check # _____ Cash: _____ Credit Card: _____ - _____ - _____ - _____ Exp. ____/____/____ CVC _____

Name On Card: _____ TOTAL RENTAL COST- _____ PAID ON ____/____/____

-SEPARATE \$200 DEPOSIT CHECK for ALCOHOL- YES NO Check # _____