

**PRINCETON COMMUNITY CENTER  
APPLICATION FOR USE OF FACILITY**

Date of event: \_\_\_\_\_

Beginning time: \_\_\_\_\_ Ending time: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number(s): \_\_\_\_\_

Purpose of event: \_\_\_\_\_

Number of persons expected to attend: \_\_\_\_\_

Will alcoholic beverages be served? YES NO

Amount enclosed: Damage deposit \$100 PLUS --Rental fee: \_\_\_\_\_

**(Reservation will not be made without the deposit.)  
Deposit check will be returned after event, if applicable.**

\_\_\_\_\_  
Applicant's Signature

Please return application to: **Princeton Community Center Reservations  
% Princeton City Hall  
Box 307  
Princeton, Iowa 52768**

For more information, please call: (563) 289-5315

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**FOR CITY USE ONLY**

	<b>Damage Deposit</b>	<b>Rental Fee</b>	<b>Key</b>
Check #	_____	_____	# _____
Amount	_____ \$100	_____	
Date Received	_____	_____	_____
Date Returned	_____	_____	_____



**BOLL'S COMMUNITY CENTER  
PRINCETON, IOWA  
Reservation Policy**

**Reservations**

Reservations are on a first come, first serve basis. Telephone reservations will be held for 48 hours pending receipt of **\$100 deposit** in check or cash, and will be cancelled without the deposit. In addition, the estimated rental cost is due 30 days before the event. Proof of liability insurance in the amount of \$500,000 covering the use is due 30 days before the scheduled event, along with copies of any applicable permits or licenses for beverages.

**Rates/Hours**

**\$25 per hour** per floor; or a maximum of \$250 per floor between 7:00 A. M. and Midnight; Rental hours include set-up and clean-up time, clearing the building by 1:00 A. M. City personnel will unlock building, or a key will be issued from City Hall to the renter during normal business hours.

**Cancellations**

Cancellations by the renter less than 10 days before the event result in loss of the deposit. The City retains the right to cancel any event with as much notice as possible and return deposits. Any violation of the terms of this agreement, or egregious conduct s determined by the City in its sole discretion, will result in immediate cancellation of the rental without return of deposit.

**Return of Deposits and Rental Fees**

Deposits will be mailed within 30 days of rental, provided no damage or loss beyond normal wear occurs. The renter shall be charged for any damage beyond the \$100 deposit as determined by City employees.

## **Parking**

Parking is available in the lot south of the building. In addition, on-street parking is permitted. Parking is available across Highway 67 at the north side of the lot. Blocking any portion of the fire station will result in your vehicle being towed. No parking is permitted on the grass or sidewalks.

## **Usage Rules**

Food and beverage may be brought into the facility at no additional charge. Copies of applicable permits must be filed with the City prior to the event. Violators will be prosecuted.

Lessee is responsible for preparing the premises for its individual use or event and leaving the facilities and grounds in an orderly condition. The "Clean-Up Checklist" must be completed by the Lessee and left on the kitchen counter.

Signs for the event must not be posted on the public right-of-way. Signs may be attached to the exterior of the building, with prior permission from the City, no more than one week prior to the event. Any damage and/or repair needed, will be assessed to the Lessee. All signage must be removed immediately after the event. Any indoor decorating must abide by the Community Center Decorating Guidelines."

The front door of the building must remain unlocked during the rental period. The windows are not to be covered for any reason.

The City of Princeton is not responsible for items left, lost, or stolen occurring before, during, or after your use of the facility.

**We welcome you to the historic Boll's Community Center of Princeton.  
We hope you have a wonderful event and return again soon.**

## PRINCETON COMMUNITY CENTER CLEAN-UP CHECK LIST

PLEASE COMPLETE AND PLACE IN CHECK LIST BASKET ON KITCHEN COUNTER  
**THIS CHECK LIST MUST BE FILLED OUT, SIGNED AND TURNED IN BEFORE  
YOUR REFUND IS PROCESSED**

Please Initial Each Task Completed. All tasks must be completed and check list signed and turned in to process refund.

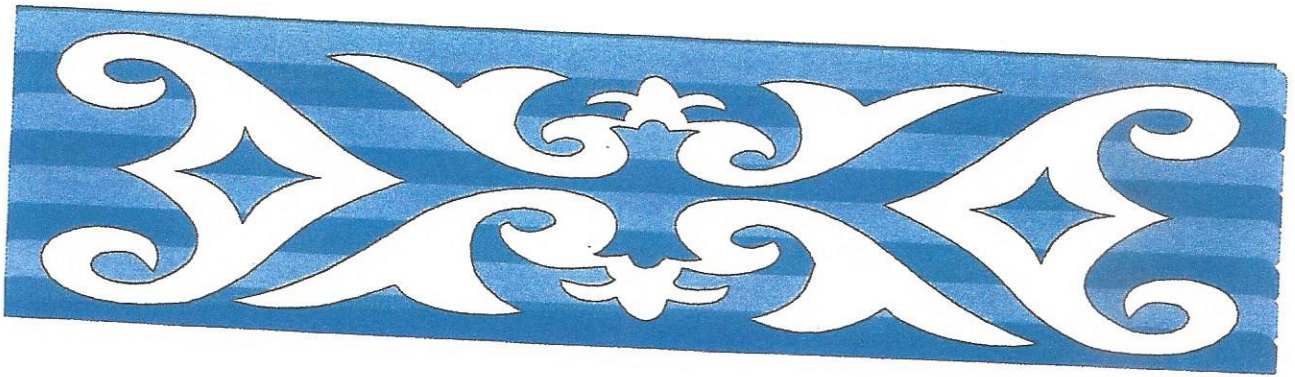
- \_\_\_ WIPE DOWN ALL TABLES AND CHAIRS USED FOR YOUR EVENT
- \_\_\_ STACK AND PUT AWAY TABLES AND CHAIRS USED IN YOUR EVENT (DO NOT STACK TABLES BETWEEN FRONT WINDOWS AND FENCE AND DO NOT LEAVE CHAIR RACK IN MIDDLE OF ROOM)
- \_\_\_ SWEEP/DRY MOP ALL TILE FLOORS
- \_\_\_ CLEAN UP ANY SPLILLS WITH SPONGE MOP
- \_\_\_ CLEAN KITCHEN, REMOVE ALL FOOD AND DEPOSIT GARBAGE IN DUMPSTER ON SOUTH SIDE OF BUILDING (TO UNLOCK DUMPSTER: REMOVE PADLOCK, PULL YELLOW LEVER TOWARDS YOU AND PULL DOWN ON TOP BAR)
- \_\_\_ CLEAN STOVE, COUNTERTOPS AND SINKS
- \_\_\_ CLEAN AND REPLACE ALL UTENSILS USED
- \_\_\_ REMOVE ALL FOOD ITEMS ON COUNTER AND IN THE REFRIDGERATOR
- \_\_\_ REMOVE ALL DECORATIONS, TAPE, SIGNS (INTERIOR AND EXTERIOR)
- \_\_\_ REMOVE ALL PERSONAL BELONGINGS, COATS, BAGS, ETC
- \_\_\_ CHECK ALL FANS LEFT ON AND ALL LIGHTS ARE TO BE TURNED OFF INCLUDING BATHROOMS
- \_\_\_ MAKE SURE ALL DOORS AND WINDOWS ARE CLOSED AND LOCKED AFTER YOUR EVENT
- \_\_\_ LEAVE RENTAL KEY IN DROP BOX LOCATED AT CITY HALL AT FRONT DOOR

IF ANY OF THESE ITEMS ARE NOT COMPLETED, OR IF THERE IS ANY DAMAGE TO THE BUILDING OR CONTENTS OF THE BUILDING, YOUR DEPOSIT WILL NOT BE REFUNDED. IN CASE OF DAMAGE: IF REPAIR COSTS ARE LESS THAN YOUR DEPOSIT, WE WILL RETURN THE REMAINDER AFTER REPAIRS. IF REPAIR COSTS ARE MORE THAN YOUR DEPOSIT YOU WILL BE EXPECTED TO PAY THE DIFFERENCE. YOU WILL BE RESPONSIBLE FOR ANY MISSING COMMUNITY CENTER PROPERTY, SUCH AS, BUT NOT LIMITED TO, COFFEE POTS, SLOW COOKERS, UTENSILS, DISHWARE, PICTURES, CHAIRS, TABLES, ETC...

I ACCEPT THE ABOVE CONDITIONS AND HAVE COMPLETED THE ABOVE CHECK LIST (PLEASE INITIAL ALL ITEMS AS COMPLETED).

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE



### Princeton Community Center Decorating Guidelines

1. Use only protected candles.
2. Please secure decorations with masking tape. The following are not permitted: scotch tape, staples or nails.
3. No bubbles, rice, bird seed, etc. inside of the Community Center.
4. Do not hang decorations from ceiling fans.
5. Feel free to discuss any decorating plans with the City Clerk when reserving the Center.

We thank you for your cooperation. These guidelines are for your safety and the safety of our guests. Should you ever have a problem during your event, please contact the following person(s) as they are listed below.

Ty Carstens 320-5204

Josh Genz 320-5203

