

LECLAIRE REC CENTER RESERVATION POLICIES

1. Anyone, over the age of 18 years, wishing to reserve the Rec Center may call the LeClaire City Hall at 289-4242 at anytime between 8:00 a.m. to 5:00 p.m. M-F.
2. Reservations may be made no earlier than one year prior to the anticipated date of use and City of LeClaire use takes priority.
3. Rec Center may be reserved for the entire day (10:00a.m. to 10:00 a.m.) or for some other specific time period.
4. Cost of rental of Rec Center starts at \$20.00 plus tax.(1 hour minimum)
5. Cancellation fee of \$25.00 will be assessed for cancellations within 24 hours of reservation.
6. Events and alcohol usage at Rec Center requires pre-approval from the Rec Board.
7. No smoking allowed on the premises.
8. All persons renting and/or utilizing the Rec Center shall be considerate of the neighboring residences. Please restrict your outside activities after 9:00pm.
9. Please be aware the City of LeClaire does have a curfew ordinances, it is the responsibility of the Rec Center renter to know the restrictions.
10. Anyone utilizing the Rec Center is responsible for clean-up and turning off all lights, a \$50.00 deposit(written as a separate check)for damages is required at time of reservation of the Rec Center. If you would like check mailed back to you, include a SASE with deposit.
11. An electronic door key is needed, \$5.00 deposit for key is required.
12. No pets are allowed in the Rec Center, unless pre-approved by the Rec Board, then the pet's owner is responsible for cleaning up after the pet, both inside the Rec Center and on the Rec Center grounds.
13. The person or entity whose name the Rec Center is reserved under shall be responsible for any damage that may occur to the Rec Center and/or surrounding area during the time that the shelter is reserved.
14. The person or entity whose name the Rec Center is reserved under shall be responsible for the actions of all persons attending the activity during the time that the Rec Center is reserved.
15. Any person reserving and/or utilizing the Rec Center shall at all times adhere to the rules, regulations and laws of the LeClaire Rec Board, City of LeClaire, and the State of Iowa which govern such activities and/or use of said public property.
16. The use of the Rec Center is limited solely to the person or group reserving the Rec Center and is not transferable.
17. Anyone requesting special use or special rates may attend a Rec Board Meeting to present request. Special use, special rates/discounts must be pre-approved by majority of Rec Board Members.

Thank you for taking the time to review these simple rules and guidelines. As a party reserving the Rec Center, you may be held responsible for any damages that may occur as the result of the use of these facilities. Please report any damage that you may notice prior to your use of these facilities to the City Hall at 289-4242 as soon as possible.

As you know, rules are for everyone. The need for rules is caused by the thoughtless behavior of just a few. Thank you once again.

"Recreation Center User(s)"

**"RESERVATION & HOLD-HARMLESS AND
WAIVER OF LIABILITY AGREEMENT"**

The following party hereby requests to reserve the Recreation Center:

<hr/>		<hr/>			
(Print Name)		(Print Address)			
<hr/>		<hr/>			
(Print Phone Number)		(Make, Model of vehicle and License Plate #)			
<hr/>		<hr/>			
(Date/Days of Week)	(Start Time)	(Length of Time)	(Duration)	(Frequency)	(Total Hrs/Cost)
<hr/>		<hr/>		<hr/>	
(Specify Primary Activity)		(Total Deposit)	(No. of people)	(Insurance, if applicable)	
<hr/>		<hr/>		<hr/>	
(Date Fee Paid)		(Receipt #)	(Exempt)	(City Initials)	

The above-listed party hereby agrees to the following:

1. I (we) shall immediately reimburse the City for any damages that may occur to the Rec Center and/or surrounding area arising out of the use of the rec center and/or surrounding area during the time that the rec center is reserved.
2. I (we) shall be responsible for the actions of all persons attending the activity during the time that the Rec Center is reserved.
3. I (we) shall at all times adhere to the rules, regulations and laws of the LeClaire Rec Board Committee, City of LeClaire, and the State of Iowa which govern such activities and/or use of said public property.

Further, the above-listed party and any person(s) claiming through or under the undersigned and any respective sureties, covenant and agree to protect, indemnify, and hold harmless the CITY OF LECLAIRE, Iowa, its departments, agents, employees, and assigns from any and all actions, claims, demands for damages, expenses, (including attorney's fees), or liability of any kind or nature whatsoever, which may be occasioned by or arising out of any accident or other occurrence causing or inflicting injury and/or damage to any person(s) or injury and/or damage to property, which may result from the use of the Rec Center and the surrounding areas.

DATED THIS THE _____ DAY OF _____, 20____. X_____ (Signature of Requesting Person, Group or Corporation)

DOB: _____

PLEASE KEEP A COPY OF THIS RESERVATION FORM AND HAVE IT AVAILABLE WITH YOU ON THE DAY(S) WHEN YOU ARE SCHEDULED TO USE THE REC CENTER.

- **THE LECLAIRE POLICE DEPARTMENT HAS BEEN NOTIFIED OF YOUR RESERVATION AND HAS BEEN PROVIDED WITH A COPY OF THIS FORM.**
- **THE CITY OF LECLAIRE RESERVES THE RIGHT TO TERMINATE THIS RESERVATION AND THE RIGHTS CONFERRED HEREWITH AT ANY TIME FOR ANY VIOLATION OF THE RULES AND REGULATIONS GOVERNING THE USE OF THESE FACILITIES AND/OR FOR ANY VIOLATION OF ANY LOCAL, STATE, OR FEDERAL STATUTE.**