



***City Of Stanhope  
600 Main Street, P.O. Box 128  
Stanhope, Iowa 50246  
Telephone: 515/826/3290***

***Stanhope Old Community Building Rental Agreement***

Agreement for the rental of the Stanhope community building, 665 Iowa street, Stanhope, Iowa, subject to the following terms and conditions:

***Terms***

1. Use of the facilities is to be arranged through the city office and is subject to availability. Any use of the facilities must be approved by the city office prior to use of the facilities. The Stanhope community building-upper level facilities are not available for rental.
2. Smoking is prohibited in the building, with the exception of the front entry way, which is designated as a smoking area.
3. Use of alcoholic beverages is prohibited in the Stanhope community building. Anyone or any group dispensing and/or consuming alcoholic beverages of any kind in the Stanhope community building will be subject to immediate removal.
4. Use of any non-prescription narcotics and/or controlled substances is prohibited in the Stanhope community building.
5. There shall be no alterations made to the Stanhope community building unless prior approval has been granted from the Stanhope city council.
6. Nothing is to be removed from the Stanhope community building.
7. The Stanhope community building shall be left in a clean and tidy condition and users shall check to make certain that coffee maker is unplugged, ovens are turned off, all windows are closed and locked, lights turned off, air conditioning turned off, thermostat left at what it was, tables and counters are wiped off and garbage removed from the premises.
8. Refrigerator space is available to all users, anything left in the refrigerator, after use, will be disposed of.
9. Any cost to repair any damage, repair or replace any stolen or damaged contents or any other costs incurred as a result of use of the facilities will be assessed to the person, persons or group that rented the facilities.
10. All use of the Stanhope community building must be concluded by 11:30 p.m., C.S.T.
11. The city clerk may issue one building key to the person, persons or group renting the Stanhope community building and that person, persons or group shall make certain that the building is locked upon exiting the building.

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Stanhope Community Building Rental Agreement, Continued

12. Rental of the Stanhope community building-lower level facilities is made on a first come-first serve basis without regard to race, color, religion, sex, national origin, age or any other legally protected status.

**APPLICATION IS HEREBY MADE FOR THE USE OF THE STANHOPE COMMUNITY BUILDING. IT IS UNDERSTOOD THAT I( ), WE( ) MAY BE HELD LEGALLY LIABLE FOR ANY DAMAGE INFLICTED TO THE STANHOPE COMMUNITY BUILDING OR FOR REPAIR AND/OR REPLACEMENT OF ANY DAMAGED CONTENTS OF THE STANHOPE COMMUNITY BUILDING.**

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Date Of Use Of Facilities: \_\_\_\_\_ Key Given: Yes ( ) No ( ) Date: \_\_\_\_\_

One Time Use: ( ) Continuing: ( ) Key Returned: Yes ( ) No ( ) Date: \_\_\_\_\_

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Person, persons or group using facilities: \_\_\_\_\_  
Name or Group

\_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

**RESPONSIBLE PERSON, PERSONS OR GROUP:**

Building Renter: \_\_\_\_\_  
Name or Group

\_\_\_\_\_ Signature/Title \_\_\_\_\_ Signature/Title \_\_\_\_\_

Approved By: \_\_\_\_\_ Date \_\_\_\_\_  
Vickie Anderson, City Clerk

Date Approved: \_\_\_\_\_

Fee Paid: \$100.00 Cash [ ] Check [ ] Check # \_\_\_\_\_

\$50.0 Half price on rental fee for non-profit

Deposit: \$100.00 Cash [ ] Check [ ] Check # \_\_\_\_\_

Please make a separate check for the deposit that will be returned if everything is ok.

Return Signed Document To: *City Of Stanhope  
P.O. Box 128  
Stanhope, Iowa 50246-0128*