

# Milo Community Center

113 Main Street - Box 2 – Milo, Iowa 50166 Mary Jo Ohnemus 641-942-6500/Terry Davis 641-942-6320 **Reservation/Rental Contract**

**Reservations held on a first come basis.**

Type of Activity \_\_\_\_\_

Responsible Party \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

Cell \_\_\_\_\_ E- mail \_\_\_\_\_

Reservation: Date or Dates \_\_\_\_\_

Beginning Hour \_\_\_\_\_ Ending Hour \_\_\_\_\_

Number of people expected \_\_\_\_\_

Area to be used:  Auditorium

Front Meeting Room

Kitchen

Caterer/if yes, who? \_\_\_\_\_

Phone number \_\_\_\_\_

Your signature attest that you have read, understand and agree to comply with all rules, restrictions, and procedures herein and to follow attached instructions while using the Community Center and attest that you agree to the following:

I, \_\_\_\_\_ shall indemnify, save and hold harmless the Community Center and all officers, and employees from and against any and all claims, liability, expenses, demands, actions or causes of action of whatever nature or character including attorney fees and expenses of litigation, or loss, damage or injury to any person or property of participants, guests, invitees, trespassers or any other persons arising out of or in any way connected with the occupancy or use of the Community Center by the undersigned renter or persons on whose behalf I am acting.

For Office Use only		
Rental Fee \$ _____	Date Paid _____	Check # _____
Damage Deposit _____	Date Paid _____	Check # _____
Alcohol Deposit _____	Date Paid _____	Check # _____
Attendant \$50 Cash _____	Date Paid _____	Check # _____

## **Facility**

**The Front Hall will seat 40, has a serving window to the kitchen, large coat rack, handicap restroom and hardwood floors.**

**The Auditorium will seat 250 plus, a 26 foot vaulted ceiling, a serving window to the kitchen, large men's restroom, large women's restroom and cement floor. The building is handicap accessible on east side of auditorium.**

**There are 36 - 8 foot rectangular tables and 225 burgundy chairs available for use.**

**The kitchen has a double door refrigerator, upright freezer, 8 burner stove with 2 ovens, a microwave oven, food warmer and a convection oven. Coffee pots and roasters are also available if needed.**

## **Decorating/Other**

**NO SCOTCH OR DUCT TAPE WILL BE USED ANYWHERE – please use 3M poster tape or masking tape.**

**NO NAILS OR PUSH PINS WILL BE USED ANYWHERE**

**Please use floating or hurricane candles, no open flames.**

**ALL MUSIC NEEDS TO BE DONE BY MIDNIGHT - SO CLEAN UP CAN BE DONE SOON AFTER.**

**This is a no smoking facility. Anyone wishing to smoke must do so outside.**

**At no time may alcohol be sold – and anyone being served alcohol must be of age.**

# **Milo Community Center Cleaning Check List**

- Tables and chairs wiped off**
- Coffee Pot cleaned (if used)**
- Floors swept in all areas - spot mop auditorium/mop all others**
- Put tables and chairs away unless other arrangements are made**
- Garbage cans emptied, cleaned and new liners**
- Garbage put in dumpster on north side of building**
- Sink, counter & appliances wiped off**
- Check ovens and burners are all turned off**
- Restrooms cleaned, mopped and sanitary napkin containers emptied**
- All decorations and tape removed**
- Air conditioner (75 degrees) or furnace (60 degrees) returned to proper degrees unless other arrangements are made**
- All lights turned off**
- All doors locked**
- Key is returned**

**Please take care of all of these items to ensure getting your deposit back. Thank You!**

**Milo Community Center**  
**No Smoking is allowed and No alcohol Sold**

**Prices:**

**Wedding reception/ large party**

**\$800.00 rentals**

**\$300.00 deposit**

**\$300.00 additional deposits if alcohol is served**

**\*\* Plus \$100.00 cash for attendant**

**Funeral and meal**

**\$400.00 rental**

**\$100.00 deposit**

**Funeral meal only**

**\$150.00 rental**

**\$100.00 deposit**

**Benefits/Fundraisers**

**\$800.00 rental**

**\$300.00 deposit**

**\$300.00 additional deposit if alcohol is served**

**Other functions/ graduation, reunion, etc.**

**\$150.00 rental**

**\$300.00 deposit**

**\$300.00 additional deposit if alcohol is served**

**Additional charges and rentals**

**\$100.00 charge to cover brick memorial wall with linen curtain**

**\$100.00 charge for ceiling ring**

**\*\* Commercial events, auctions, and all other events that don't fall under any other category will be handled on an individual basis.**

**Deposit**

Reservations will be accepted on a first come basis. **Please make one check payable to Community Projects, Inc. for rental and deposit.** The check will be cashed and the deposit amount will be refunded unless there is damage, clean up was not completed after the event or the key was not returned. There will be a \$50.00 charge for returned checks and the rental date will not be secure until check clears or amount is paid in cash. Reservation may be made one year in advance. Community Center will keep any deposit if reservations are cancelled in writing within (90) days of the date reserved. **Initial \_\_\_\_\_**

**Please mail completed application to Community Projects, Inc. P.O. Box 2 Milo, Iowa 50166 or Mary Jo Ohnemus 21610 G-58 Hwy. Milo, Iowa 50166**

**Prices effective 1/20/2021**