

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: Cell # _____ Work # _____

Email _____

Reservation: Date or Dates _____

Beginning Hour _____ Ending Hour _____

Number of people expected _____

Area to be used: _____ Auditorium

_____ Front Meeting Room

_____ Kitchen

_____ Caterer/Name _____

Phone number _____

Your signature attest that you have read, understand and agree to comply with all rules, restriction, 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.

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 within (90) days of the date reserved.

Initial _____

*****Please fill in the (price only) for what the check or cash is paying for.**

Rental Fee	_____	Date Paid	_____	Check #	_____
Damage Deposit	_____	Date Paid	_____	Check #	_____
Alcohol Deposit	_____	Date Paid	_____	Check #	_____
Extra day fee	_____	Date Paid	_____	Check #	_____
Ring Payment	_____	Date Paid	_____	Check #	_____
Brick Wall curtain	_____	Date Paid	_____	Check #	_____
Ring Decorate	_____	Date Paid	_____	Check #	_____
Brick Wall Decorate	_____	Date Paid	_____	Check #	_____
Attendant fee	_____	Date Paid	_____	Check #	_____
Other fee	_____	Date Paid	_____	Check #	_____

Facility Information

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

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

There are 36 - 8 foot rectangular table and 225 burgundy chairs available for use. There are 10 – 8 foot white plastic rectangular table with white chairs.

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

**6 - 5' round tables
4 – 4' round tables**

Decorating

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, ONLY COMMAND HOOKS

Please use floating or battery candles, no open flames.

All MUSIC NEEDS TO BE DONE BY MIDNIGHT - SO CLEAN UP CAN BEGIN.

This is a no smoking in the 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.

Bring your own ladder please

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 (except for the white plastic ones) unless told otherwise**
- **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 and mopped, lights off**
- **All decorations and tape removed**
- **Air conditioner (75 degrees) or furnace (60 degrees) returned to proper degrees unless told otherwise.**
- **All lights turned off**
- **All doors locked**

Please take care of all of these items to ensure return of your deposit. If all is clean we will refund you deposit by check.

Thank you!

Milo Community Center

There is no smoking in the facility and no alcohol sold

Prices:

Wedding reception / large party

800.00 rent

300.00 deposit

*Plus 300.00 deposit if alcohol is served

*Plus 100.00 cash for attendant

Funeral – full service

400.00 rent

100.00 deposit

*Plus 200.00 deposit if alcohol is served

Funeral meal only

150.00 rent

100.00 deposit

Benefits/or Large Fundraisers

800.00 rent

300.00 deposit

*Plus 300.00 if alcohol is served

*Plus 100.00 cash for attendant

Other functions/graduations & reunions

150.00 Rental including kitchen

100.00 deposit

200.00 deposit if alcohol is served

Additional Charges and rentals

100.00 cover brick memorial wall with linen curtain

100.00 center ceiling ring

In addition 200.00 If we decorate brick wall w/ lights and tulle

300.00 If we decorate ceiling ring w/lights and tulle and also

strung to corners and side walls.

(To rent facility for an additional day for most events is \$100.00)

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

Updated 8/27/2021