

# Milo Community Center

113 Main Street - Box 2 – Milo, Iowa 50166  
Mary Jo 641-942-6500 / Kristie 641-942-6320

## Reservation/Rental Contract

**Reservations held only with paid deposit.**

Type of activity \_\_\_\_\_

Responsible party \_\_\_\_\_

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** \_\_\_\_\_

## 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 seat 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 stoves 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

**\* We have someone available for hire to decorate curtain and ring.**

**\*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 IN THE BIG ROOM**

**\*\*NO COMMAND HOOKS IN FRONT ROOM\*\***

**\*Please use floating or battery candles, no open flames.**

**ALL MUSIC NEEDS TO BE DONE BY 11 PM - 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
- **Put Heavy tables and chairs away** (leave out white plastic tables) **unless told otherwise.**
- Coffee Pot cleaned (if used)
- Floors swept in all areas – spot mop auditorium/mop all others
- All 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 TURNED off
- All decorations and tape removed
- **Air conditioner (80 degrees/or off) or furnace (60 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.**

# Milo Community Center Prices & Services

NO SMOKING IN THE FACILITY AND NO ALCOHOL SOLD

**PRICES EFFECTIVE IMMEDIATELY – 11/1/2022**

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

(x) If Requesting Service	Cost	(x) If Paid	Date Paid	Check #
<b>Wedding/Large Party</b>	\$ 1,000.00			
Community Center Representative <b>(Required for Wedding/Large Party)</b>	\$ 150.00			
Damage Deposit <b>(Required for Wedding/Large Party)</b>	\$ 300.00			
Alcohol Deposit <b>(Required if alcohol is present)</b>	\$ 300.00			
Extra Day Fee	\$ 100.00			
Ring Only (Renter Decorates)	\$ 100.00			
Ring, Decorated for you	\$ 400.00			
Brick Wall Curtain Only	\$ 100.00			
Other				
<b>Funeral - Full Service</b>	\$ 400.00			
Damage Deposit <b>(Required)</b>	\$ 200.00			
Alcohol Deposit <b>(Required if alcohol is present)</b>	\$ 300.00			
Brick Wall Curtain Only	\$ 100.00			
Extra Day	\$ 100.00			
Other				
<b>Funeral - Meal Only</b>	\$ 150.00			
Damage Deposit <b>(Required)</b>	\$ 200.00			
Brick Wall Curtain Only	\$ 100.00			
Extra Day	\$ 100.00			
Other				
<b>Benefits/Large Fundraisers</b>	\$ 1,000.00			
Damage Deposit <b>(Required)</b>	\$ 300.00			
Community center representative <b>(Required for Benefits/Large Fundraisers)</b>	\$ 150.00			
Alcohol Deposit <b>(Required if alcohol is present)</b>	\$ 300.00			
Extra Day	\$ 100.00			
Other				
<b>Other Functions - Graduations/Reunions</b>	\$ 150.00			
Damage Deposit <b>(Required)</b>	\$ 200.00			
Alcohol Deposit <b>(Required if alcohol is present)</b>	\$ 300.00			
Extra Day	\$ 100.00			
Other				