



# KCTC Community Room Rental Agreement

KCTC Community Meeting Room | 514 B Ave | Kalona, IA

**Rental Rate: First 4 hours for \$60 and \$10 for each additional hour, or 12 hours for \$80.00**  
*Chamber Member and Non-Profit Organization Discount = \$15*

1. Smoking and alcoholic beverages are prohibited.
2. Driveway east of building may not be blocked.
3. Space must be left in clean and orderly condition, floor vacuumed, tables wiped down, all equipment and furnishings returned to original placement.
4. Kitchen appliances and utensils must be used/cleaned/stored per posted instructions. Counters, sinks, appliances and floor must be left clean. Leave used dish towels/cloths on counter.
5. Garbage pickup is not provided. Renter is responsible for removing and properly disposing of all garbage/leftovers and replacing can liners with those provided.
6. Lock all doors and return hex keys to shelf. Make sure all lights and kitchen appliances are turned off. Drop the entrance key (picked up earlier at KCTC) in the KCTC night deposit at 510 B Ave. Failure to return key will result in \$300.00 locksmith fee.
7. Renter assumes all liability for any injury, loss or other damage related in any way to their occupation of premises. Renter understands they will be responsible for any damage to the facility or its furnishings.
8. Wi-Fi service is available (password is: \_\_\_\_\_). Renter agrees to use access only in compliance with KCTC Internet terms of service posted on KCTC website and will be responsible for any problems resulting from inappropriate use of connection.
9. Failure to comply with above in full may result in assessment of cleaning fee of \$50.
10. Reservations not accepted without immediate full payment of rental fee. Cancellations more than 30 days prior to reservation are eligible for refund less \$10.00 processing fee. Cancellations less than 30 days prior are not eligible for refund.
11. Key must be picked up at KCTC, prior to use. Office hours are Monday-Friday, 8 a.m. – 5:30 p.m. If key is not picked up during working hours, please call 656-3668 and leave a message for on-call person to deliver key. This service will be billed at \$100.

In case of problems call 319-656-3668 or 319-936-7506.

	<input type="checkbox"/> AM <input type="checkbox"/> PM		<input type="checkbox"/> AM <input type="checkbox"/> PM
<i>Rental Date</i>	<i>Rental Start Time</i>	<i>Rental End Time</i>	
<i>Renter Name</i>	<i>Renter Phone</i>	<i>Renter Cell Phone</i>	
<i>Renter Address</i>	<i>Renter email</i>		
<i>Renter Signature</i>	<i>Date</i>	<input type="checkbox"/> Cash	
		<input type="checkbox"/> Check	
<i>KCTC Signature</i>	<i>\$</i>	<i>Amt Due</i>	<i>Date Paid</i>
			<input type="checkbox"/> Credit Card <i>Payment Method</i>