

CITY OF REMSEN'S GYMNASIUM
POLICIES AND WAIVER

I agree to be bound to the following policies and agreements in order to be assigned a key fob device for access to the City Gymnasium located at 205 Fulton Street, Remsen, Iowa.

1. I agree I am an adult (over the age of (18) eighteen).
2. I acknowledge I am responsible for my key fob and agree it will remain in my possession and only be used by myself and not given to anyone else.
3. I understand the City of Remsen does not assume liability or responsibility for lost or stolen goods.
4. I agree NOT to hold the City of Remsen liable for any injuries that occur while using the property.
5. I agree that there will be a minimum of two people present in the building at any time of use. All persons in the building during my access will be my responsibility and will follow all the policies set within.
6. I understand hours of public access to the building are Monday through Friday, 7:30am – 3:15pm, except for City observed holidays and paid rental dates. "Public access" is defined as aerobic activities such as walking, not personal gatherings.
7. If I am using the gymnasium for public access, I agree to give precedence to any reservation and refrain from being in the gymnasium building during that time.
8. Access to the building outside of public access hours must include an approved paid reservation with City Hall; except for those covered under the annual usage fee.
9. **Paid reservation access is from 6:00am – 11:00pm the day of rental ONLY.**
10. Rental fee of \$100.00 is due to City Hall (008 W 2nd St) at the time of reservation. If no payment is received one week after the reservation, the name will be deleted from the calendar.
11. If you wish to cancel a reservation, an official written notice must be received at City Hall. If notice is acknowledged 90 days prior to the reservation, a full refund will be given. If notice is given less than 90 days prior, no refund will be given unless the facility happens to get rented by another party. In this case, a full refund will be given.
12. I agree to respect the building and property. I will notify City Hall and pay to replace anything damaged during my use.
13. All persons affiliated with my access will have clean gym shoes if walking or using the gym floor.
14. I will not use the stove to cook anything which produces smoke or grease-laden vapors.
15. I understand there is to be: **NO SMOKING** anywhere in the building, **NO ANIMALS** of any kind in the building, **NO** toys, scooters, athletic equipment, etc that will scratch or wreck the gym or stage floor. I also understand if I am using tables and chairs on the gym floor, I will put the tarp on the floor prior to set up. Under the ADA, a service animal is allowed for a person with a disability and they are solely responsible for the care and supervision of the animal.
16. I agree to clean up after myself in the building (this covers any area utilized- gym floor, stage, entrances, kitchen, restrooms, basement) including the following:
 - Wipe up any spills or elements tracked into the building
 - Dry mop the gym floor and stage floor if used
 - Flush toilets and turn off faucets in all restrooms utilized
 - Close and ensure windows and doors are locked
 - Pick up & properly dispose of trash bags (inside by south door)
 - Turn off all lights
 - **CLEAN** tables, chairs, tarp, sporting equipment, dishes, utensils, or anything else used & put away where they belong
17. I agree to pay a **\$50.00 CASH deposit** for a key fob. Upon return of the key fob, I will personally pick up the deposit. If major damages are reported during my use, my deposit will be consumed by the City, with the possibility of additional costs as stated in #12.
18. If a replacement key fob is requested and assigned due to loss, theft, damage, or misuse, the original \$50.00 cash deposit will not be returned and an additional \$50.00 cash deposit will be required.
19. If the key fob is not returned within **(7) seven days following the latest date below**, the deposit will be consumed by the City and will not be returned to me (**under any circumstances**). There is a drop box located on the south side of City Hall for key returns after hours.
20. I understand the City has the right to refuse reservations or key fobs to anyone.

Individual/Organized Group (Print Name(s)): _____

I am requesting access to the gymnasium building the following date(s) and time(s) (maximum of 3 months):

I have read and understand all of the above terms and agree my key fob and gymnasium building access may be suspended or terminated at any time for violation of any of the above.

Signature: _____ Date: _____ City Office Employee Witness: _____

Reservation Paid _____ Deposit Paid(CASH) _____ **KEY FOB#** _____ **Returned:** ____/____/____