



CITY OF REMSEN'S GYMNASIUM

CITY OF REMSEN | REMSEN MUNICIPAL UTILITIES
008 W 2nd STREET | 712-786-2136

1. I agree I am an adult, over the age of 18.
2. I acknowledge that I am responsible for the key fob and agree it will not be used by anyone else.
3. I agree that all persons affiliated with my reservation will be my responsibility and will follow all the policies set within. I will notify City Hall of any damage during my use and will be liable for all costs.
4. I agree NOT to hold the City of Remsen liable for any injuries that occur while using the property.
5. I understand the City of Remsen does not assume liability or responsibility for lost or stolen goods.
6. **RENTAL FEE of \$100.00** is due to City Hall at the time of reservation to guarantee rental date.
7. Paid reservation access is from 6:00am-11:00pm the day of rental ONLY.
8. 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 is rented by another party.
9. The stove is not allowed to be used.
10. I understand there is to be NO SMOKING anywhere in the building or NO ANIMALS of any kind in the building.
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.
11. GYM FLOOR- All persons will have clean gym shoes on the gym floor. No toys, scooters, or items that will scratch the gym floor is allowed. If tables are used on the gym floor, the tarp must be put down.
12. I agree to clean up after use in the building and all areas utilized: (gym floor, stage, kitchen, basement, etc)
 - a. Pick up and properly dispose of trash (inside by south door).
 - b. Wipe up any spills or elements tracked into the building.
 - c. Dry mop the gym floor and stage, if used.
 - d. Flush toilets, turn off faucet and lights in all restrooms.
 - e. Close and ensure all windows and doors are locked and turn off all lights.
 - f. CLEAN tables, chairs, tarp, sporting equipment, dishes/utensils and put back where they belong.
13. I agree to pay at **\$50.00 CASH DEPOSIT** when checking out a key. If damage is reported doing my use or if I fail to comply with the above stated rules, my deposit will be consumed by the City, with the possibility of additional costs as stated above.
14. If the key fob is lost, damaged, or not returned within (7) seven days following the rental date, the deposit will not be returned.
15. I understand the City has the right to refuse reservations or key fobs to anyone.

Name/Organization:	
Contact:	Phone:
Date(s):	Time(s):

I have read and understand all the above terms and agree to abide by them.

Signature: _____ Date: _____

OFFICE USE ONLY

Initial:	Date:	Reservation Paid:
Deposit Paid:	Key Fob:	Key Fob Returned: