# RULES, RENTAL FEES AND RENTAL AGREEMENT FOR THE TABOR COMMUNITY BUILDINGS

**RULES:**

1. The City Council will set the cost of renting the Community Buildings. Any request for change or variance of the rules must be brought to the City Council prior to the event. The Council will make any change or variance on an individual basis and for that event only. The Council reserves the right to amend these rules any time prior to the rent of the building.
2. The Tabor City Council will not be responsible for lost, stolen, or damaged items brought into the building prior to, during, or after the event. Nor will it be responsible for items not removed from the building after the event.
3. Renter agrees to hold the city harmless from any liability arising from the conduct of the renter or invited guests during the event.
4. The building must be reserved through the City Clerk. ***Reservation is not accepted or confirmed until rental payment is received.*** . **The person signing the contract will be responsible** if **any damages are incurred.**
5. The Community Building property is a smoke free area- no smoking allowed inside the building. If **someone is caught smoking in the building a $250 fine will be assessed to the person signing the rental contract.** This is according to the Smoke-free Air Act (2008 Iowa Acts, HF2212) effective July 1, 2008.
6. **Fire Station Community Room rental parking will be on the east side of the building. Parking on the north, south and west sides of the building is prohibited**.
7. Minimum age for renting building is 18 years old. The renter must sign this form for the group and will be held responsible.
8. Painters tape is the only tape allowed on walls, floors, doors or tables. No duct tape, glue guns, staple guns, thumbtacks, nails or painting allowed.
9. **A curfew of 2:00 a.m. has been established.** Anything later than this time must be approved through the Tabor City Council prior to the event. This curfew will be enforced through the Chief of Police.
10. Alcohol use is permitted only if a valid special liquor liability certificate is presented to the clerk prior to the rental date. Alcohol shall not be for sale in any City of Tabor building unless there is prior approval from the City Council and a liquor license is obtained from the State of Iowa Alcohol and Beverage Division.
11. **The Chief of Police will be contacted when the building is rented for a large event. They may be entering the building per Council request to insure the safety and welfare of all participants of the building.**
12. When moving tables and chairs carry them - do not drag them across the floor to prevent mars and scuffs.
13. No animals, other than Seeing Eye dogs or animals used for health and well-being of the blind or handicapped will be allowed in the building unless approved by the Tabor City Council prior to the event.
14. No equipment, such as chairs, tables, or kitchen equipment will be removed from the building prior to, during, or after the event. Exceptions (church, school, large funeral, etc.) & only at the discretion of the Council.
15. The computer and television is for Fire and Rescue purposes only and not available for public use.
16. All wet and dry spills need to be cleaned up at time of spill.
17. Upon completion of an event, all items brought into the building prior to or during the event and needing discarded (bottles, cans, decorations, etc.) will be placed in tied trash bags and taken to the dumpster located out the south side of the city shop(Old Fire Station) located at 800 Main Street. All lights, fans, and air conditioners will be turned off or to the posted temperature. The renter will lock all windows and doors.
18. All children under the age of 18 must have adult supervision at all times while in the community building.

Thank you for renting the Tabor Community Building!

We hope to see you again soon!