

Baxter Community Center Rental Application



Reservations for the Community Center must be made at least 3 business days in advance. To complete reservation a rental fee, rental deposit and application must be on file.

Community Center Rules
<p>If the room is not rented the day before your event, you may request to use it for decorating purposes only from 6 p.m. to 10 p.m. An additional charge of \$25.00 applies if kitchen facilities are used during this time.</p> <ul style="list-style-type: none"> • Maximum capacity: 250. • Do not drive or park on the lawn. • Do not prop open outside doors. • Fire Station doors must remain locked. Use of the Fire Station or City Hall portion of the building is prohibited. • Do not hang decorations or lighting from the ceiling. • Do not use pushpins on walls; use masking tape instead. • Do not cut on countertops; use cutting boards provided. • Do not slide tables along the floor. • Table confetti and glitter are prohibited for decorating. • No smoking is allowed in the Community Building. • The building must be vacated by 1:30 a.m.

Contact Information
<p>Name: _____ Phone Number: _____</p> <p>Email Address: _____</p> <p>Mailing Address: _____, _____, IA _____</p>

Rental Rates for Community Room Are Based on One Day Rental				
<input type="checkbox"/>	Full-Day Rental Fee with Alcohol Served	\$350.00	Deposit	\$500.00
<input type="checkbox"/>	Full-Day Rental Fee with No Alcohol Served	\$150.00	Deposit	\$150.00
<input type="checkbox"/>	2-Hr Commercial Rental Fee	\$75.00	Deposit	\$100.00
<input type="checkbox"/>	Full-Day Commercial Rental Fee	\$200.00	Deposit	\$300.00
<input type="checkbox"/>	Setup Facility day prior (if available, only allowed 6 p.m. – 10 p.m.)			\$25.00
RENTAL FEE TOTAL		\$		

Deposit must be by check/cash and a separate payment. Make checks payable to: City of Baxter. Your deposit will be returned if there is no damage or clean up necessary.

Contact Baxter City Hall (641) 227-3120 the week of the rental to check out a key.

Reservation Date: _____ Payment Method: _____

New rates in effect 2024 per council approval of rate schedule.

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I understand that I am liable for any damage to the building and its contents during my reservation period. I further understand that if the Community Room is not cleaned properly, I will forfeit the deposit paid at the time of rental. I acknowledge that I am responsible for ensuring the safety and security of all guests and activities during the rental period. I agree to indemnify and hold harmless the City of Baxter, its employees, and representatives from any claims, damages, or liabilities arising from the use of the Community Room. I have read the above rules and agree to abide by them.

Signature: _____ Date: _____

Staff Only	
<input type="checkbox"/>	Deposit Received
<input type="checkbox"/>	Rental Fee Received
Staff Signature: _____ Date: _____	



Cleaning Checklist

The following items are to be completed per contract. Cleaning supplies are in the entry area south of the kitchen and under both sinks.

- Wipe off chairs and tables
- Place tables and chairs in their original placement (diagram inside closet door)
- Sweep floors (including kitchen & bathrooms)
- Mop floors (including kitchen & bathrooms)
 - Directions:
 - Use one pump of the cleaner per bucket of hot water.
 - Hot water faucet is located on the south side of Kitchen Island.
 - The key for the hot water faucet is located on the mop bucket.
 - Dispose of water outside through the back door.
- Clean the kitchen
- Take all trash out to dumpster located out the back door in the southeast corner of the property
- Replace trash bags in the trash cans
- Clean bathrooms (supplies are under kitchen sinks)
- Turn off lights
- Lock all doors (including doors in south entry to kitchen)

I agree to complete the cleanup checklist and return all items to their original condition before the end of my rental period. I will return the Community Center key and the completed checklist to City Hall via the Utility Drop Box located inside the City Hall atrium.

Signature: _____ Date: _____