

LECLAIRE REC CENTER RESERVATION POLICIES

1. Anyone, over the age of 18 years, wishing to reserve the Rec Center may call the LeClaire City Hall at 289-4242 at anytime between 8:00 a.m. to 5:00 p.m. M-F.
2. Sports events are \$15 per hour and Party events are \$10 per hour. Reservation fee is due in full for reservation date/time to be confirmed and blocked off. Rentals require a \$50 damage deposit (written on a separate check) that will be returned after the gym and kitchen have been inspected. If you would like the check mailed back to you, please include a self-addressed stamped envelope.
3. Reservations are transferrable (to another person, group, or date) and will be granted based upon availability. The first change is free; however, additional changes will incur a \$5 change fee. This applies to a single reservation, block of reservations, and/or recurring reservation. All changes must be approved by the LeClaire Park & Rec Commission.
4. Cancellations requested within 72 hours of the reservation date, will forfeit their rental fee up to a maximum of \$25. Cancellation fees will only be addressed by the LeClaire Park & Rec Commission.
5. Events with alcohol must be approved by the LeClaire Park and Rec Commission and LeClaire City Council.
6. No smoking allowed on the premises.
7. All persons renting and/or utilizing the Rec Center shall be considerate of the neighboring residences. Please restrict your outside activities after 9:00 p.m.
8. Renters of the Rec Center shall adhere to the rules and regulations of the LeClaire Park & Rec Commission, the City of LeClaire, and the State of Iowa which governs such activities of said public property.
9. An electronic door badge is needed, a \$7.00 deposit is required. Renters will be responsible for badge pickup at City Hall.
10. Pets are not allowed in the Rec Center without permission from LeClaire Park & Rec Commission.
11. Any special requests must be presented to the LeClaire Park and Rec Commission.
12. Users of the Rec Center must fill out and sign the "Reservation & Hold-harmless and Waiver of Liability Agreement" and obey all rules and regulations included.
13. No rentals allowed Monday thru Friday during Open Gym 3:30 p.m. to 5:30 p.m.

Thank you for taking the time to review these simple rules and guidelines. As a party reserving the Rec Center, you may be held responsible for any damages that may occur as the result of the use of these facilities. Please report any damage that you may notice prior to your use of these facilities to the City Hall at 289-4242 as soon as possible.

As you know, rules are for everyone. The need for rules is caused by the thoughtless behavior of just a few. Thank you once again.

6/3/19 Res. #19-108

"Recreation Center User(s)"

**"RESERVATION & HOLD-HARMLESS AND
WAIVER OF LIABILITY AGREEMENT"**

The following party hereby requests to reserve the Recreation Center:

_____		_____			
(Print Name)		(Print Address)			
_____		_____			
(Print Phone Number)		(Make, Model of vehicle and License Plate #)			
_____	_____	_____	_____	_____	_____
(Date/Days of Week)	(Start Time)	(Length of Time)	(Duration)	(Frequency)	(Total Hrs/Cost)
_____		_____	_____	_____	
(Specify Primary Activity)		(Total Deposit)	(No. of people)	(Insurance, if applicable)	
_____		_____	_____	_____	
(Date Fee Paid)		(Receipt #)	(Exempt)	(City Initials)	

The above-listed party hereby agrees to the following:

1. I (we) shall immediately reimburse the City for any damages that may occur to the Rec Center and/or surrounding area arising out of the use of the rec center and/or surrounding area during the time that the rec center is reserved.
2. I (we) shall be responsible for the actions of all persons attending the activity during the time that the Rec Center is reserved.
3. I (we) shall at all times adhere to the rules, regulations and laws of the LeClaire Rec Board Committee, City of LeClaire, and the State of Iowa which govern such activities and/or use of said public property.

Further, the above-listed party and any person(s) claiming through or under the undersigned and any respective sureties, covenant and agree to protect, indemnify, and hold harmless the CITY OF LECLAIRE, Iowa, its departments, agents, employees, and assigns from any and all actions, claims, demands for damages, expenses, (including attorney's fees), or liability of any kind or nature whatsoever, which may be occasioned by or arising out of any accident or other occurrence causing or inflicting injury and/or damage to any person(s) or injury and/or damage to property, which may result from the use of the Rec Center and the surrounding areas.

DATED THIS THE _____ DAY OF _____, 20____. X _____
(Signature of Requesting Person, Group or Corporation)

I.D. / D.L.

PLEASE KEEP A COPY OF THIS RESERVATION FORM AND HAVE IT AVAILABLE WITH YOU ON THE DAY(S) WHEN YOU ARE SCHEDULED TO USE THE REC CENTER.

- **THE LECLAIRE POLICE DEPARTMENT HAS BEEN NOTIFIED OF YOUR RESERVATION AND HAS BEEN PROVIDED WITH A COPY OF THIS FORM.**
- **THE CITY OF LECLAIRE RESERVES THE RIGHT TO TERMINATE THIS RESERVATION AND THE RIGHTS CONFERRED HERewith AT ANY TIME FOR ANY VIOLATION OF THE RULES AND REGULATIONS GOVERNING THE USE OF THESE FACILITIES AND/OR FOR ANY VIOLATION OF ANY LOCAL, STATE, OR FEDERAL STATUTE.**