

Senior Center Rental Information and Application

The Iowa City Senior Center is located at 28 S Linn St in downtown Iowa City. Built in 1904 and expanded in 1932, the Senior Center was originally the Iowa City Post Office. The City of Iowa City purchased the building in 1979 and renovated it to be the Senior Center, which opened in 1981. The lobby and grand staircase were placed on the National Register of Historic Places in 1979 and on the local Historic Register in 2019.

The Senior Center has a number of meeting and event spaces available for rent. The Senior Center is attached via a skywalk to the Tower Place Parking Ramp for convenient parking.

Assembly Room

The Assembly Room has a maximum capacity of 225* people. Amenities include 4 (36") round tables, 6 (2.5'x6') tables rectangular tables, and 80 chairs. Audio visual equipment includes: mounted digital video projector and large permanent screen, HDMI and VGA inputs for laptops, auxiliary audio port, wireless lavalier microphones, a wireless hand-held microphone, and Blu-ray player. Additional tables and chairs are available on request.

Room 302

Room 302 has a maximum capacity of 50* people. Amenities include 8 (3'x3') square tables, 10 (2'x5') rectangular tables, and 50 chairs. Audio visual equipment includes: mounted digital video projector and large permanent screen, HDMI and VGA inputs for laptops, auxiliary audio port, a wireless lavalier microphone, a wireless hand-held microphone, and Blu-ray player.

Room 308

Room 308 has a maximum capacity of 25* people. Amenities include 5 (3'x3') square tables, 8 (2'x5') rectangular tables, and 25 chairs. Audio visual equipment includes: mounted digital video projector and large permanent screen, HDMI and VGA inputs for laptops, auxiliary audio port, a wireless lavalier microphone, a wireless hand-held microphone, and Blu-ray player.

Rooms 305 and 309

Rooms 305 and 309 each have a maximum capacity of 15* people. Amenities include 6 (2'x5') rectangular tables and 15 chairs.

Rooms 103 and G13

Rooms 103 and G13 have hard wood floors ideal for fitness or dance practice. G13 has two mirrored walls; 103 does not have mirrors. There are no food or drinks allowed in these rooms. Maximum capacity 12-15* people.

*We encourage potential renters to come and take a look at the space to ensure the activity they will be doing in the space will accommodate desired set up and/or physical distancing preferences.

Rental Fees		
Room	Rental Cost	Deposit
Rooms 302, 305, 308, and 309	\$40/hour	\$125
Rooms G13 and 103	\$60/hour	\$125
Assembly Room	Monday – Thursday: 8:00 a.m. to 12:00 a.m. Friday: 8:00 a.m. to 5:00 p.m. \$60/hour; rentals >5 hours will be charged \$375 Friday: 5:00 p.m. to 12:00 a.m. Saturday and Sunday 8:00 a.m. to 12:00 a.m. \$120/hour; rentals >5 hours will be charged \$750	\$300; if serving alcohol \$500
Individuals and non-profit organizations (who are not requesting to sell items) are not charged a room rental fee during business hours (8:00 a.m. to 5:00 p.m. Monday-Friday).		
Non-profit organizations receive a 50% discount for evening and weekend rentals.		

Rental Terms and Conditions

1. **Rental Time:** Renters will be responsible for paying the rental fee listed from the “start time” to the “end time” on the Rental Application. Set-up and clean-up time should be factored in when completing the application. The full hourly rate is charged regardless of the of actual time the facility is used (i.e. hours are not prorated). Rentals are available Monday through Sunday from 8:00 a.m. to midnight.
2. **Rental Space:** Use of space outside of the rented area or use of equipment not approved is prohibited.
3. **Responsible Person:** Each rental will have a named Responsible Person who will be present during the rental. The Responsible Person agrees to the Actions Required of the Responsible Person and Rental Terms and Conditions. The Responsible Person must be 18 years or older. Proof of age may be required.
4. **Rental Scheduling:** Rental space is scheduled on a first come first served basis. Reservations can be made up to 12 months in advance, with the exception of rental requests for the Assembly Room, which may be made up to 24 months in advance. Room Use and Rental Applications must be submitted at least 5 business days before the requested rental date.
5. **Reservation Confirmation:** The facility is not considered reserved until the Senior Center has received:
 - a. A complete Room Use and Rental Application/Letter of Agreement that has been signed by the responsible person and the Senior Center Coordinator
 - b. The full damage deposit
 - c. A signed Administrative Rules for the Use of Alcohol
 - d. Evidence of insurance for events with alcohol

- e. **Rental Fee Due:** Rental fees must be paid no less than 60 days prior to the rental or immediately if rental is occurring in less than 60 days.
6. All activities held at the Senior Center must comply with Senior Center policies and City of Iowa City Resolutions and ordinances.
7. **Alcohol:** Wine and beer may be served only in accordance with the Administrative Regulations for the Use of Alcohol attached.
8. **Refreshments:** Arrangements can be made to serve refreshments in all rental spaces except rooms 103 and G13.
9. **Special Equipment:** No special equipment may be used without Senior Center approval.
10. **Property Damage:** The rental permit holder is responsible to pay for all property damage to the facility resulting directly or indirectly from the conduct of any group member or invitees, including catering staff. Children must be supervised at all times.
11. **Publicity and Content:** Publicity for all events is the responsibility of the renter and must not be intrusive to participants or disrupt Senior Center programming or operations. The Senior Center neither approves nor disapproves the content, ideas, or subject matter presented during a rental. The Senior Center does not accept responsibility for ensuring accuracy or that all points of view are represented.
12. **Collection of funds:** Fundraising, charging of admission, and/or sale of items or services are not allowed without Senior Center coordinator approval. Additional fees may apply:
 - a. Individuals, community groups, and for-profit organizations and businesses collecting funds will pay two times the established rental rate.
 - b. 501c3 non-profit organizations collecting funds will pay two times the non-profit rental rate.
 - c. Political candidates and political parties conducting for-profit activities will pay the established rental rate.
 - d. Government Entities wanting to collect funds will work with the Senior Center on a case by case basis.
13. **Access to rental space:** Access to the rental space is provided by a computerized door locking system that is set to automatically open and close specific areas of the building in accordance with the needs identified in the rental request.
14. **Set-up, Decorations:** No set-up is allowed prior to the “start time” listed on the Rental Application/Letter of Agreement. Only freestanding decorations are permitted, although tape and suction cups may be used on windows. Use of the following items are prohibited: candles, Chinese lanterns, tacks, nails, staples, rice, birdseed, glitter, silly string, and real rose petals. Evidence that any of these items have been used may result in deduction from the rental deposit. All decorations must be removed from the facility upon completion of the event.
15. **Rental Checklist:** A rental checklist is attached. The checklist includes the following:
 - a. Emergency contact phone numbers
 - b. Electronic door locking information
 - c. List of additional items that the Senior Center will provide beyond standard equipment. (e.g. Additional chairs or large trash barrel)
 - d. Rental Completion Checklist

16. Rental Deposit: Use and Refund

- a. A damage deposit is required for each rental in the amount set forth above. The renter shall be responsible for any and all damages, including those damages not covered by the damage deposit, caused by the renter or any guests or agents, all in accordance with these Rental Terms and Conditions.
- b. Where the renter has timely left the premises in a damage-free, clean condition, the City shall return the full deposit to the renter within 30 days of the rental.
- c. Where the renter fails to complete the Cleaning and Building Walk Through checklist, the City reserves the right to retain all or a portion of the deposit to cover its costs in cleaning the facility to its satisfaction. The City shall refund any remaining deposit to the renter within 30 days after the events, along with an accounting of the amounts deducted from the deposit.
- d. Where the cost to repair, replace, or clean the facility, equipment or other property lost or damaged during the events is greater than the deposit, the renter shall be responsible for paying the excess costs, as determined solely by the City, which will be charged to the renter's credit card. The City shall notify the renter of such expense prior to charging the credit card.
- e. If the renter fails to clean and exit the facility prior to the end time listed on the Rental Terms and Conditions, the renter will be charged for the additional time at the full hourly rate, which shall be deducted from the rental deposit.

17. **Cancellation Policy:** Cancellations should be made at the earliest possible date. The deposit will be forfeited if a rental is cancelled within 5 business days of the rental date. The deposit and rental fees will be forfeited if a rental is cancelled within 2 business days of the event date. To cancel a rental the responsible person must speak directly with a Senior Center staff member. In the event of unforeseen circumstances beyond the City's control, the City reserves the right to reschedule and/or cancel the building reservations. All deposits and payment made will be refunded in full to the renter.

18. **Maximum Attendance:** Each rental space in the Senior Center has a maximum capacity. The Responsible Person is responsible for all guests on the premises and shall assist the Senior Center in enforcing this limitation. In the event that the Senior Center believes that the maximum capacities (listed below) have been exceeded, guests will be asked to leave or may be refused entrance. The maximum capacity for the rental spaces in the building are as follows:

- Assembly Room: 225; Room 302: 50; Room 305: 15; Room 308: 25; Room 309: 15; Room 103: 15; Room G13: 15

Rental Application

Applicant Name: _____

Is this a 501c3 non-profit organization? Yes _____ No _____

Address: _____

Phone Number: _____ **Email Address:** _____

Information for Responsible Person who will be present:

Name: _____

Address: _____

Primary Phone Number: _____ **Secondary Phone Number:** _____

Email Address: _____ **Birthdate:** _____

Event Name: _____

Date of Use: _____

Rental Start Time: _____ AM/PM **Rental End Time:** _____ AM/PM

Total Hours Requested: _____

Room Requested: _____

Estimated Attendance: _____

Will food and/or non-alcoholic drinks be served? Yes _____ No _____

Would you like permission to serve alcohol during the rental? (Restrictions apply. See Administrative Regulations for the Use of Alcohol attached) Yes _____ No _____

Will you be hiring a caterer for the event? Yes _____ No _____

Catering Company: _____

In the event that you receive permission to serve alcohol, will the caterer be providing the alcohol? Yes _____ No _____ (If yes, please provide a copy of the caterer's liquor license)

Is Audio/Visual equipment needed? Yes _____ No _____

If yes, please list equipment needs: _____

Would you like permission to fundraise, charge admission, and/or sell items or services during your event? Yes _____ No _____

Explain _____

Will you be renting special equipment from a third-party vendor? Yes _____ No _____

Explain _____

Actions Required of Responsible Person

This *Letter of Agreement* designates the responsible person(s) who accept(s) the following responsibilities. The responsible person:

1. Must be 18 years of age or older or 21 years of age or older if alcohol is being served;
2. Reads and agrees to the *Terms and Conditions for Rentals* (included below);
3. Oversees security and safety in the approved area(s) of the building for the duration of the rental;
4. Takes a leadership role in any emergency occurring while the space is being used and reports emergencies to staff;
5. Participates in required room use training;
6. Monitors and secures the facility after the program ends;
7. Operates audiovisual equipment;
8. Manages the set-up and clean-up of the rented space;
9. Reports cancelations.

Agreement and Indemnification Signatures

1. (Only applicable if the applicant is not an individual.) I acknowledge that I have the authority to act on behalf of the group making the application.
2. Applicant agrees that the responsible person identified above has received and will abide by the rules, policies, and conditions for use of the room, which are included in this application.
3. Applicant waives, releases, and discharges the City and its officers, agents, and employees from any and all claims for damages for personal injury, death, property damage, any claim in tort, or any other claim, regardless of legal theory, that may accrue as a result of the use of the room. This waiver includes but is not limited to any negligent acts or omission of the City. In no event shall the City or its officers, employees or agents, be responsible or liable for any direct, indirect, special, incidental, or consequential damages; lost profits; or any other economic or physical loss or damage to any individual regardless of legal theory resulting from participation in the use of the room.

Applicant agrees to indemnify and defend, at Applicant's own cost, the City of Iowa City and its directors, officers, employees and agents from any claims, demands, damages, rights of action or causes of action present or future whether the same be known or unknown, anticipated or unanticipated, brought against any or all such persons or entities based on the Applicant's use of the room.

By approving this application, Applicant acknowledges and agrees that the City of Iowa City is not waiving any immunity.

Signature of Applicant

Date

Iowa City Senior Center Rental Check List

Senior Center Address: 28 S Linn St, Iowa City, IA 52240

Applicant Name/Event Name: _____ Room being rented: _____

Senior Center Emergency Phone Numbers: _____

Exterior Doors	
Washington St (ground floor) door	
Linn St (1 st floor) door	
North Ramp (1 st floor) door	
Skywalk (2 nd floor) door	
Propping open doors is prohibited under any circumstances due to fire code.	

Interior Spaces	
Ground Floor	
1 st Floor	
2 nd Floor	

List of items that will be made available for the rental:

Rental Completion Checklist	
	Place all garbage in trash can, tie garbage bag, leave in the rental space
	Place tables and chairs in original positions
	Wipe off tables with provided towels and spray bottle
	Remove all decorations, special equipment, or other items brought on-site
	Check restrooms and hallways to confirm they are empty, turn off lights
	Turn off lights and audiovisual equipment in rental space
	Confirm all exterior doors are locked and latched at the end of the rental period
	Report any emergencies that occurred to staff

IMPORTANT: The doors are on a scheduled electronic door system. Do not leave the facility before all exterior doors are locked. You must confirm all people who attended your program have exited the building after the doors have locked. You must confirm all of the exterior doors have latched.

Iowa City Senior Center Rental Emergency Information

1. The **“Responsible Person”** identified in the Senior Center’s Rental Application:
 - A. Takes a leadership role during emergencies
 - B. Is only responsible for areas of the building being rented and for the people participating in the rental activity
 - C. Reports emergencies to staff

2. **Emergencies that should be reported to staff** include, but are not limited to:
 - A. Serious injury or medical emergencies
 - B. Damage done to the building due to severe weather
 - C. Fires
 - D. Chemical Spills
 - E. Power loss

3. **Emergency Supplies** (first aid, radio, flashlight) and AED are available in the following areas:
 - A. Ground floor at the north end of the hallway near the stairwell.
 - B. 1st floor at the south end of the building near the elevator lobby area.
 - C. 2nd floor at the north end of the building near the stairwell.
 - D. 3rd floor at the north end of the hallway near the stairwell.

4. **Emergency phones** are located in the following locations. Dial “9” to get an outside line:
 - A. Ground floor near elevator
 - B. 1st floor at the south end of the lobby on the counter
 - C. 3rd floor hallway between room 307 and 308

5. When a City-wide **severe weather** siren is sounded instruct people to move to “safe areas”. If there is adequate time, move to the ground floor “safe areas”. **Safe areas include:**
 - A. Ground Floor: Instruct people to move away from exterior windows and doors and go to the north end of the hallway near room G06 or the ground floor restrooms.
 - B. First floor: Instruct people to move away from exterior windows and doors and go to the southeast corner of the Assembly Room, or the 1st floor restrooms.
 - C. 2nd floor: Instruct people to move away from exterior windows and doors and go to the 2nd floor restrooms.
 - D. 3rd floor: Instruct people to move away from exterior windows and doors and move into the southeast or northeast hallways (indentations leading to rooms 302 and 311).

6. The Responsible Person will declare a “Weather Event has been extended/canceled/expired” based upon current weather information. Weather information can be obtained via:
 - A. Local radio reports
 - B. Weather update obtained by calling the Iowa City Emergency Dispatch (319-356-5275).

THIS INFORMATION SHALL BE SHREDED IMMEDIATELY UPON FINAL RECONCILIATION OF DEPOSIT DEDUCTIONS

CC Number: _____ Exp. Date: _____

Authorization code: _____

