



UNITED CENTER
214 S. 13th Street - Fort Dodge, Iowa 50501
515-573-2813

RENTER'S NAME: _____ DATE: _____

REASON YOU ARE RENTING:

REHEARSAL DINNER BRIDAL SHOWER BIRTHDAY PARTY BABY SHOWER OTHER

(IF OTHER) PLEASE SPECIFY: _____

EVENT DATE(S): _____ TIME: _____

CONTACT PERSON: _____ CELL: _____

EMAIL OF CONTACT PERSON: _____

ADDRESS: _____

The above individuals "Renter" hereby agrees to rent the below described room(s) at the United Center at 214 S. 13th Street, Fort Dodge, Iowa 50501 upon and subject to the following terms and conditions:

DATE	TIME	SPACE	FEE

Security Deposit in the amount of \$100 (CASH) will be held as a refundable security deposit. This will be held and given back to you within 15 days, after keys have been returned and after inspection, the room/center is deemed cleaned and returned to its original condition. Damage to the room/center will be charged to your security deposit. If more than \$100 damage occurs, you will be responsible for the balance. This includes inside and outside the center.

A separate reservation fee of \$200 will be due upon date confirmation (\$25 of which is non-refundable if cancellation occurs without 2 weeks prior notice to United). Both checks must accompany this rental agreement before the room/center is reserved for your event.

ACCEPTANCE: Please sign and return this agreement to the United office. This agreement will constitute a binding contract between the parties. The individuals signing below represent that each is authorized to bind his or her party to this Agreement. If this Agreement is not signed and received with a deposit and fee, then the date(s) for an event will not be reserved and neither party will have any further obligations under this Agreement.

RENTER SIGNATURE: _____ DATE: _____

UNITED REPRESENTATIVE: _____ DATE: _____



UNITED CENTER RENTAL INSTRUCTIONS

WE TAKE PRIDE IN OUR BUILDING AND GYM AND EXPECT RENTERS TO RESPECT OUR PROPERTY.

RENTING THE LARGE DANCE ROOM:

No Hairspray is allowed on the floor. Please bring sheets or something to cover the floor while doing hair and makeup. Do not spray the mirrors with hairspray, those on the wall and those that roll.

Do not place any type of liquid glasses or cans on the wood floor, including coolers, as they will leave a ring on the floor and you will be responsible for the damages (replacing the floor).

KITCHEN USE:

You may use the "United" refrigerator. All food items must be cleaned up, counters wiped clean, floor swept, mopped if the floor is sticky, and garbage gathered and taken to the dumpster located in the alley. You must leave the kitchen the same way you found it.

ABSOLUTELY NO ONE IN THE CHEER GYM. This is a huge liability.

ABSOLUTELY NO ONE ON THE 2ND FLOOR.

INSTRUCTIONS WHEN LEAVING:

- FLOORS - Sweep and mop any room that was used while you were here.
- RESTROOMS - make sure all toilets are flushed and not left with anything in them.
- AIR CONDITIONING - make sure the AC is turned OFF. Dance Room, key is in clear box lock. Lounge, remote is located on the wall above light switch, aim at unit on wall and click off, you will hear the beep.
- LOUNGE - if you used the TV, please make sure its turned off and remote is returned to its place.
- WINDOWS & BLINGS - Make sure they are closed/locked and blinds are pulled down and closed.
- TABLES - (round) take down and place in the table rack in the northeast corner of the dance room.
- CHAIRS - place chairs on the rolling carts, stacked 10 high and return to the room they are stored.
- GARBAGE - collect all and take to the dumpster, replace with a new garbage bag.
- LIGHTS - make sure ALL LIGHTS ARE OFF (dance room, lounge, restrooms, hallways, front area)
- FRONT DOOR - make sure the front door is locked by unbolting it (make sure you check both sides)
- BUILDING KEY - place the building key in the black mailbox located in the lobby area.
- EXITING THE BUILDING - make sure both doors are locked behind you by pulling outside handle.

AS THE RENTER, SHOULD YOU NOT LEAVE UNITED AS CLEAN AS YOU FOUND IT THE DEPOSIT WILL BE KEPT FOR THE TIME WE HAVE TO CLEAN UP.

CONTACTS: Mindy DeBaun, 515-351-2288, Shannon Bushman, 515-570-1966, Heather Oppedahl 515-570-7693