

City of Auburn

209 Pine Street

P.O. Box 238

Auburn, IA 51433

Phone & Fax: 712/688-2264

Email: cityofauburn@yahoo.com

Park Shelter House/Community Building Rental Policy

Rental Fee: \$40 non-refundable

Damage/Cleaning Deposit Fee: \$35 refunded after date IF all is found in acceptable condition.

Please provide 2 separate checks payable to the City of Auburn. The Rental fee will be deposited. The damage/cleaning fee check will be held and sent back to you provided the following requirements are met:

1. Wipe off all tables, chairs, counters and appliances. Sweep floors and clean up any spills.
2. Carry out your own trash. (You will need to provide trash bags as well).
3. Check restrooms for messes.
4. Pick up any trash outside the building. If using the Park be sure to pick up any trash on the playground and be sure all playground equipment is put away.
5. Turn out the light, lock the doors and return the keys to the City office. (You may drop them in the utility payment drop box.)
6. Report any problems to the City Clerk.

It is the responsibility of the signatory of this application to ensure that minors are not allowed to consume alcohol and that no illegal activity occurs on City property, including but not limited to fire works, alcohol, drugs, weapons or any other prohibited acts.

The shelter house will not be available before 10 A.M. on the rental date unless special arrangements are made with the City Clerk. Your rental ends at midnight and you need to have all cleanup and lights out by that time. The City Clerk accepts reservations at any time, however, reservations will not be held until all fees are paid and the application completed.

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Park Shelter House/Community Building Rental Application

Name _____ Date Requested: _____

Address _____

City _____ State _____ Zip _____

Phone Number _____ Park Shelter House _____ Community Bldg _____

I have read the Auburn Building Rental Policy above and agree to the terms stated therein. I agree to be responsible for any damage done to the building while it is being used by me or my party, and to the fullest extent of the law, I agree to defend, pay in behalf of and hold harmless the City of Auburn, against any and all claims, demands suits, losses, including all cost connected therewith, for any damage which may be asserted, claimed or recovered against or from the City of Auburn, its elected and appointed officials, and employees, by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of the alleged negligence of the renting party and/or in any way connected or associated with this agreement.

Signature _____ Date _____