

## CITADEL USE AGREEMENT

The parties to this Agreement are the City of Maquoketa, Iowa, and the Organization/Person that wishes to use the Citadel premises under the terms of this Agreement.

WHEREAS, it is consistent with the public nature of City facilities that civic organizations and people should be able to make use of the Citadel; and, whereas, it suits the purpose of the Council that the Citadel be made available to responsible civic organizations and people; and,

WHEREAS, reasonable regulations are required for the preservation of the physical structure of the Citadel and for the orderly use of the Citadel.

NOW, THEREFORE, the City of Maquoketa and the Organization/Person submitting this Agreement through its signature of its authorized representative do hereby agree:

1. That the Organization/Person that wishes to use the Citadel according to the terms of this Agreement is identified as follows:

Organization/Person Name: \_\_\_\_\_

Organization/Person Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

2. The Organization/Person that wishes to use the Citadel under the terms of this Agreement hereby supplies the following information.

Citadel Use:

☐ One Time - Date: \_\_\_\_\_

☐ Recurring – Day of Week: \_\_\_\_\_ Times a Month: \_\_\_\_\_

Time Start: \_\_\_\_\_ Time End: \_\_\_\_\_

Purpose: \_\_\_\_\_

Our group will be using: ☐ Church ☐ Basement ☐ Both: Church & Basement

Other Information: \_\_\_\_\_

In return for use of the Citadel under the terms of this Agreement, the Organization/Person that wishes to use the Citadel hereby agrees to the following:

1. Whenever an individual or group wishes to use the Citadel, a Citadel Use Agreement must be completed, signed, and returned to the City Hall prior to rental date.
  - a. Keys for the Citadel must be picked up at City Hall during working hours.
  - b. Keys must be returned the next business day after the event to City Hall or left in the "water" drop box.
2. The renter understands and agrees that the key for the Citadel shall not be copied.
3. A responsible adult must be present at all times during sponsored activities in the Citadel.
4. Smoking is not allowed anywhere within the Citadel.
5. No alcoholic beverages may be on the premises and no one using or under the influence of alcohol may participate in activities in the Citadel.
6. The City Council may exercise judgment in approving or disapproving use of the Citadel on the basis of consistency with City purposes, potential for misuse of facilities or uses contrary to law.
7. A member of a sponsoring group shall sign the Agreement acknowledging responsibility for adherence to the rules of the City, and liability for any damages which may result from the sponsored activity. Representatives of sponsoring groups shall reimburse the City for any damages to the facilities which may result from the use of the facilities by persons in attendance at events conducted by the Sponsoring Group.
8. Any group using the Citadel must return the Citadel to the same order as before they used it. Groups may not leave food or drinks in the refrigerator for any duration after event day.
9. The renter will be responsible for bringing their own garbage bags for the collection of garbage. If available, renters may use the garbage cans beside the building to dispose of garbage. If the garbage cans are not available, renters shall remove garbage from premises and dispose of said garbage on their own.
10. Any group failing to use the Citadel facilities responsibly or in conflict with the above rules may be barred from further use of the facilities.
11. A \$50.00 damage deposit is required for each level. The full amount will be returned if there is no damage to the facilities and if all of the renter's responsibilities stated within are met and the checklist is followed upon leaving the building. The City may hold all, or a portion, of the deposit if the building is not returned to the original condition or if the check list is not followed.
12. The upper level of the Citadel shall be reserved for services/ceremonies only. If an event is booked in the upper level, no other function will be allowed in the facility. Participants in a wedding, in the upper level only, will be allowed to use the lower level of the Citadel for dressing purposes only.
13. Rental fees shall be \$75.00 per event plus damage deposit. If someone wishes to hold a service/ceremony in the upper level of the Citadel and also use the lower level, they shall be charged \$150 plus \$100 damage deposit for the use of both levels.

14. A \$60.00 (nonrefundable) Cleaning Service fee will be charged with the rental during the COVID-19 pandemic.

15. Additional Provisions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By their signatures below, the City of Maquoketa, Iowa, and the Organization/Person that may use the Citadel under the terms of this Agreement do hereby agree to the terms and provisions set forth above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Organization: Authorized Representative

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
City of Maquoketa Representative

\*\*\*\*\*

KEYS:

Pickup Up By: \_\_\_\_\_ Date: \_\_\_\_\_

Return By: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

PROCESSING:

Deposit paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Rental fees paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Cleaning fees paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Sanitize on: \_\_\_\_\_

Date sent to Public Works: \_\_\_\_\_

☐ Return Deposit    ☐ Damages: \_\_\_\_\_ (Amount)    ☐ Sanitized

Date sent from Public Works to Finance Clerk: \_\_\_\_\_

Date deposit issued: \_\_\_\_\_