

**American Legion Post 663
6805 Douglas Ave.
Urbandale, Iowa 50322**

Non-Member Rental Agreement

The undersigned renter (s) agree (s) to rent the Post building at the above location during the hours of _____ to _____ on the date of _____ under the following terms of the contract:

Rental fee:

Rental fee is \$300 for 4 hours or \$500 for 8 hours. A \$75 cleaning fee plus a damage deposit of \$200 is due at the time of agreement. If alcohol is consumed, the damage deposit is \$300. The damage deposit will be refunded in full if all conditions are met. Personal checks must be submitted at least 30 days prior to rental. If rental is cancelled within 2 weeks of rental date, one half of the rental fee and deposit will be returned. Early access for set up can be arranged for a \$50 fee.

Alcoholic beverage requirement:

Only beer and wine are permitted and only inside the building. The renter is responsible for obtaining police presence during their gathering, with the Urbandale Police Department. There is an extra fee for the police officer(s) to be paid directly by the renter to the police department. A request form will be provided by the Post.

Upon completion of rental:

- The building shall be returned to the condition it was at the beginning of the rental.
- Tables and chairs should be returned to their original positions.

The renter is responsible for:

- Crowd control.
- The renter can use the oven, grill top, refrigerator, microwave, and sink as necessary. The renter will provide their own cookware and serving items.
- Taking trash to the dumpster.
- The renter must vacate the building promptly at the end of their allotted time.

All rentals must end by 10 PM.

The rental manager can enter the building anytime during the rental period to inspect.

The Post is relieved of all liability incurred under any circumstances during the rental period.

Renter name _____ Phone _____
Address _____ Zip _____

Signature

Date