

THE MEETING PLACE **RULES & REGULATIONS**

Thank you for choosing to rent The Meeting Place for your meeting or special event! Our primary goal is to ensure that you and your guests enjoy a clean and safe environment. To achieve this goal, we ask all members and guests to abide by the following guidelines:

1. ***Care of Property and Damage and Cleaning Deposit:*** Tenant takes the premises “as is”. In addition to hourly rental fee, Tenant will be required to pay a cleaning-key return-damage deposit due upon reservation of facility. If the area rented is left cleaned, the key is returned within 12 hours of event, and there is no damage, said deposit money will be returned to Tenant after inspection of the area by Landlord. Any damages to the premises or equipment will be the responsibility of the Tenant and the deposit will be applied towards the damage and the remaining damage, if any, billed to the Tenant. Cleaning requirements of the premises includes, but is not limited to, the following:

- a) Please leave all tables and chairs set up as you found them.
- b) Carpeted floors are to be vacuumed if something is spilled. Kitchen area and restroom must be mopped if something is spilled. All tables need to be sponged off. The cleaning must take place immediately after usage. Cleaning equipment is located in the storage room. Extra garbage bags are stored in the kitchen area under the sink. The coffee maker must be turned off and emptied if used.
- c) Lights in the community room are to be manually turned off by the Tenant before exiting the facility. The restroom and kitchen lights will turn off automatically after 15 minutes of non-use.
- d) The exterior doors must be locked by Tenant and the key returned to Soul 2 Soul, LLC within 12 hours after using of the facility.
- e) Please tie garbage bags shut and place them in the garbage bin which is located outside on the east side of the building. Thank you for your cooperation in this regard.

2. ***Insurance:*** The Landlord (and all of Landlord’s officials, employees, agents, contractors, and volunteers) shall have no liability or responsibility for any damage to property that the Tenant or any of the Tenant’s invitees bring on the premises except as may be covered by the Landlord’s insurance. Except for any negligence of Landlord, Tenant will protect, defend, and indemnify Landlord (and all of Landlord’s officials, employees, agents, contractors, and volunteers) from and against any and all loss, cost, damage, and expenses occasioned by, or arising out of, any accident or other occurrence causing or inflicting injury or damage to any person or property, happening or done in, upon or about the premises, or due directly or indirectly to the tenancy, use or occupancy thereof, or any part thereof by Tenant, any person claiming through or under the Tenant, or any invitee or guest of the Tenant, except to the extent that said damage or injury may be covered by the Landlord’s insurance.

3. ***Damage:*** In the event of damage to the premises, so that either party is unable to perform this agreement, then the tenancy shall terminate at the election of either of either party upon reasonable notification to the other.

4. ***Cancellation:*** In the event Tenant needs to cancel, please give as much advance notice so that others may use The Meeting Place for their event.

5. ***Miscellaneous:***

- a) Please instruct your guests to enter and exit the SOUTH door of The Meeting Place on East Second Street.
- b) Computerized web cameras have been installed in each room and are in place for your safety and protection.

- c) Restrooms and supplies are provided for events. Please keep these areas clean and report low product supplies to the Director by using the "Low Supply" forms that can be found in the top drawer of the kitchen cabinets.
- d) A general First Aid Kit can be found in the restroom under the sink.
- e) **The fitness center is off-limits to Tenant and Tenant's guests.** Use of The Meeting Place does NOT grant Tenant or Tenant's guest(s) permission to enter the fitness center or use any of the equipment. For your safety and the safety of the guests at your event, please stay out of the fitness center at all times.
- f) In the event a siren goes off to warn of a tornado, member guests may enter the fitness center and use the basement as a storm shelter. The basement steps are in the middle of the building on the north side of the building. Please use the handrails and be careful when walking down the steps.
- g) The laundry room is off-limits to members. The Director will launder all hand towels and keep fresh supplies in The Meeting Place. Please put soiled towels in the kitchen sink area. Hand towels are the property of Sole 2 Soul, LLC and are not to be removed from The Meeting Place. Removing hand towels from The Meeting Place without permission is stealing.
- h) The Meeting Place has eight (8) tables and forty (40) folding chairs available for use. Please care for the tables and chairs, do not sit on the tables or stand on the chairs. No equipment, tables, or chairs are to removed from the premises without permission from the Director.
- i) Alcohol, drugs, tobacco products and chewing gum are NOT allowed on the premises.
- j) No firearms or knives are permitted in the Sole 2 Soul fitness complex.
- k) Bicycles, skateboards, rollerblades, scooters or animals are not allowed in any area of the community facility.
- l) The east door in The Meeting Place is for private use.
- m) The alley door in the community room is only to be used in the event of a fire or other emergency. Otherwise, the door should remain locked at all times.
- n) No fire exit can be obstructed or blocked at any time nor any material placed in a way that would block movement through the fire exits.
- o) Tenant shall not exceed the maximum building capacity of Forty (40) people as established by the State Fire Marshall.
- p) Tenant is encouraged to immediately report The Meeting Place community room abuses to the Director. Future rental privileges may be revoked for inappropriate behavior, foul language, horse play, loitering after hours, unauthorized guest entry or for facility abuse.
- q) Any individual who intentionally mistreats The Meeting Place building or its contents will be forever barred from renting the facility in the future. No exceptions.
- r) Sole 2 Soul, LLC is not responsible for lost or stolen property at The Meeting Place.
- s) In the event of an emergency, please dial 9-1-1 and then contact Director Anne Johnson at 712-210-0504 (cell) or 712-282-4730 (home). The Meeting Place address is 106 East Second Street, Galva, Iowa.

I/We hereby certify that I/We have read the Rules and Regulations and agree to comply with same.

Tenant: _____ **Date:** _____

Director: _____ **Date:** _____

2011-2012 The Meeting Place Rental Rates:

RENTAL TERMS*	2011-12 MEMBER & BUSINESS RATES	2011-12 NON-MEMBER RATES
4-Hours	\$ 50.00 + tax	\$ 75.00 + tax
8-Hours	\$ 75.00 + tax	\$100.00 + tax
12 Hours	\$100.00 + tax	\$125.00 + tax
24 Hours (consecutive days)	\$125.00 + tax	\$150.00 + tax
*Key-Cleaning-Damage Deposit is required for all room rentals.		