# WAVERLY CIVIC FACILITY USE APPLICATION

Free to Local Government (any time usage): City of Waverly including all Departments, Waverly Light and Power, and the "W" Free if for meetings weekdays before 4:00 pm: Bremer County, Waverly Health Center, USDA, Bremer County FSA, Bremer County ISU Extension Service & WSR

Name of Organization:			Address:						
Contact Person:									
Phone:			Email:						
Date of Use:			Activity start and end time: to						
Estimated attendance:			Total time of use including set up and clean up: to						
Groups are responsible for picking up a key in advance of any meeting	Weekdays		Bremer County, Waverly Health Center, USDA, Bremer County FSA, Room						
held outside of regular office hours. A \$35.00 fee will be imposed if staff	until Friday at		Bremer County ISU Extension Service & WSR Deposit						
is called to open the building after hours.	4:00 pm	0.1	after 4:00 pm weekdays and weekends - up to 6 months in advance \$100.00			\$100.00			
ROOM(S) (please indicate room(s) requested in left column)		2 hr	3 hr	4 hr	5 hr	6 hr	7 hr	8 hr	
Waverly Room (has screen) & Lobby	0	\$20	\$30	\$40	\$50	\$60	\$70	\$80	
Harmon Room	0	\$20	\$30	\$40	\$50	\$60	\$70	\$80	
Red Cedar Room	0	\$20	\$30	\$40	\$50	\$60	\$70	\$80	
Above 3 Rooms & Lobby Combined	0	\$20	\$30	\$40	\$50	\$60	\$70	\$80	
Kitchen (refrigerator & microwave only) Entire area or	0	\$10	\$10	\$10	\$10	\$10	\$10	\$10	
Red Cedar room only									
Council Chambers – approved by Director of Leisure	0	\$20	\$30	\$40	\$50	\$60	\$70	\$80	
Services only. No food or drink allowed.									
WALLS SET UP (by staff only)									
AUDIO/VIDEO REQUESTS: (please indicate with "X" in left column be	<mark>ow)</mark>		•					Cord & Rem	
Cord & Remote for your laptop (see instructions)									\$100
Microphone									
ACCOMMODATIONS: (please indicate number needed in left column below)									
60" Round Tables (20 available)									
3' x 8' Rectangular Tables (20 available)									
3' x 6' Rectangular Tables (2 available)									
3' x 4' Rectangular Tables (2 available)									
Chairs (130 available)									
Podium (1 stand-alone)									
Coffeemaker (30 cup)									
TABLE/CHAIR SET UP (include diagram)	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	
TABLE/CHAIR TAKE DOWN	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	
TOTAL DEPOSIT DUE (separate check)									
TOTAL FEES DUE									

## **ACKNOWLEDGEMENT & AFFIRMATION**

We hereby release and forever discharge, save and hold harmless the City of Waverly, its agents and employees, from any responsibility for damage or injury which may be caused to any person or property by reason of our use of the City meeting facilities or shelter arising out of any negligent or willful act or omission of any person/entity or of any employee or agent of that person/entity to the degree such indemnification is allowed by law. I hereby affirm that the information I have provided is true and correct.

#### **RESPONSIBILITY STATEMENT:**

I agree to ensure the building is appropriately closed, secured and in the same condition outside of normal wear and tear. Failure to adhere to this responsibility statement will result in loss of deposit. I also understand that I must pick up a key from the Leisure Services Department before my event and that there is a \$35 charge if staff has to come and open the facility.

Signature

Date:

## Policy – Please Read and Sign

## • Fees:

Deposit and rental fees are due and payable at the time of room reservation. No reservation will be entered without payment accompanying this completed form. No reservation can be made more than 6 months from the current date. The Waverly Leisure Services Office (200 1st St NE) is open between 8:00 a.m. and 4:30 p.m., Monday through Friday.

## Hours Available for Rent:

The Civic Center rooms are available for rent from 6:00 am to 12:00 am (midnight), 7 days a week based on a first-come-first-serve basis of reservations.

## Deposit and Damage:

All groups must pay a deposit. This covers potential damages, cancellations, equipment and wall usage. Rooms will be inspected after use. If there is any damage found that is thought to be the result of misuse or lack of care, the cost for repair and staff time will be deducted from the damage deposit paid at time of reservation. Any additional costs will be billed to the user/organization. If there is no damage, the deposit check will be mailed back to the group.

<u>Cancellation/Refund Policy:</u>

If cancelled two weeks or less of the date of reservation the deposit fee will be refunded, the rental fee will NOT be funded. If cancellation is made prior to two weeks before the event the rental fee will be refunded, the deposit will NOT be funded.

## • Equipment:

You <u>must</u> indicate on use agreement all information for space required, accommodations and audio-visual equipment. If this is not indicated, no tables, chairs, or equipment will be available for your group at the time of use. Your group is responsible for set up and take down of all equipment. If equipment/tables/chairs are left up, you will forfeit your deposit.

## • <u>Signage:</u>

You are responsible for putting up a minimum of 2 arrowed signs to direct persons attending your event/meeting.

## Supplies:

No supplies are provided by the City other than what is indicated on the front of this form. You are responsible for bringing your own supplies and coffee, etc.

## Message Policy:

Only emergency calls will be paged into the meeting rooms. A phone is available in the kitchen (no long distance).

## Room Temperatures:

Due to the large number of groups and various types of activities that take place in the Civic Center rooms, the heating/cooling system is locked in at a constant 68°. This will mean that the rooms at certain times of the day might feel a little warmer or cooler than an individual's ideal comfort zone depending on if the system is calling for heating/cooling at the time. <u>Meeting</u> participants need to be made aware of this ahead of time so that they may dress accordingly by layering or bringing a jacket or sweater. Please do not ask office staff to adjust the temperature as they do not have access to the system.

## Parking:

Parking is available in the lot on the east side of the Civic Center. Additional parking space is available on the streets surrounding the Civic Center and in the lot south of the Civic Center.

• Keys:

For groups using the facility outside of office hours, a key must be picked up the day of the event or the Friday before if the event is over the weekend. The key should be dropped off in the supplied envelope in the drop box on the east side of the building after the event is over and building is locked up. Staff called in to open the building when the group forgets to pick up the key will be charged a \$35.00 fee prior to opening the building.

## • Prohibited:

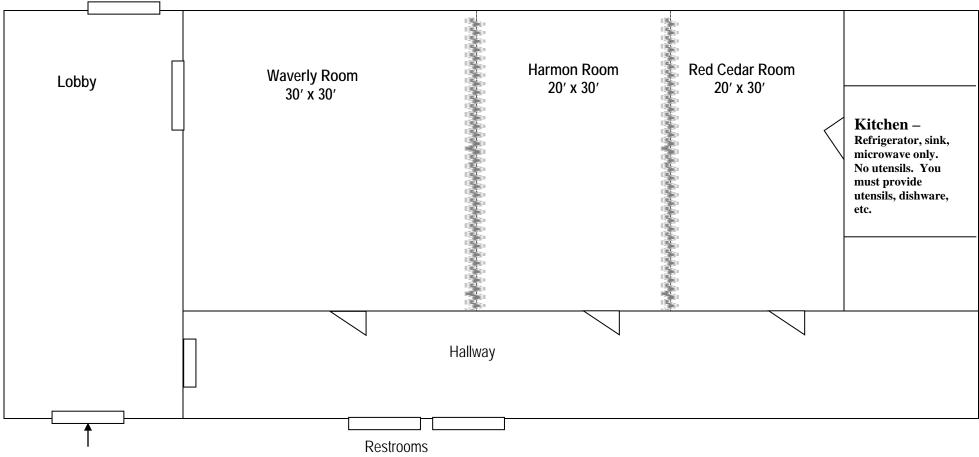
Smoking, alcoholic beverages, persons guilty of using loud or profane language, rowdy, unruly conduct and/or disturbing others will be asked to leave. State law prohibits gambling.

• <u>I have read, understand, and agree to the above policies</u>: I agree to ensure the building is appropriately closed, secured and in the same condition outside of normal wear and tear. Failure to adhere to this responsibility statement will result in loss of deposit. The person or persons reserving the rooms must be on site throughout the entire time of use of the facility.

Signed:			(responsible party)	Date:		
<ul> <li>Chairs Stacked</li> <li>Trash to Dumpster</li> <li>Wall</li> </ul>	h to Dumpster    Lights   Coffee Maker		<ul> <li>□ Kitchen</li> <li>□ Miscellaneous</li> <li>□ Damage</li> </ul>	Office Use Only Building Superintendent Check List for Damage Deposit		
Ok to return deposit: Date deposit returned: (Building Superintendent Signature)						

# Diagram for Set Up: Fee: \$50 set up & \$50 Take Down

(Entire Area of all 3 rooms – no dividers – 30' x 70')



East Entrance into Lobby

CAPACITY							
	Size	Classroom	Round Tables	Rectangular Tables	U-Shaped		
Combined	30x70	110	96	128	48		
Waverly	30x30	70	48	72	32		
Harmon	20x30	40	36	48	26		
Red Cedar	20x30	40	36	48	26		

\*\*\*\*\*\*

Room Dividers can only be set up by Staff and must be requested before meeting date

**City of Waverly Civic Center Usage Fees and Capacity** – The Waverly Civic Center provides space to hold events and meetings. We provide table and chairs, AV equipment, and the space. It is the responsibility of every group using this facility to complete the room request form. We do not provide anything that is not on the room request form i.e. tape, scissors, phone messaging, coffee, etc. Any changes to the room request could involve additional fees.

## **Other Charges**

<u>Set Up and Take Down Charges for All Groups</u>: The City of Waverly will set up tables and chairs for a fee of \$50.00. In addition, The City of Waverly will charge \$50 for tear down, and clean up after the event. The maximum number tables/chairs available is designated on the reservation form. Fees must be paid in advance of room usage and a diagram of the room layout desired must also be submitted in advance.

<u>Kitchen:</u> The kitchen is available to groups reserving the combined meeting rooms or only the Red Cedar Room. The fee is \$10. The kitchen has a double sink, microwave, refrigerator/freezer, and a coffee maker. No utensils or other items are supplied.

<u>Walls</u>: The rooms have movable walls that can be set up to split the combined meeting rooms into 2 or 3 smaller areas. Only staff is allowed to set up or take down the walls. The damage deposit will be forfeited if the walls are moved by anyone other than City Staff.

<u>AV Equipment:</u> We have state of the art AV equipment indicated on the request form. This includes the screen, ceiling mounted projector, cord and remote. There is no additional charge for this equipment. There is a \$100 deposit for the use of this equipment.

Forget to Pick Up a Key to the Building for an Off-Hour Event: If a staff member is called in to open the building, a \$35.00 fee will be collected upon arrival at the building. Cancellation/Date Change/Refund Policy: If cancelled two weeks or less of the date of reservation the deposit fee will be refunded, the rental fee will NOT be funded. If cancellation is made prior to two weeks before the event the rental fee will be refunded, the deposit will NOT be funded. If there is a warning announced (tornado, flood, winter weather) by the weather service during the time of the scheduled event, and the building is not used by the group, a full refund will be given less the check processing charge. This is not applicable in an advisory or watch situation. A new form must be completed before a reservation is changed.

# Instructions for Council Chambers AV Equipment

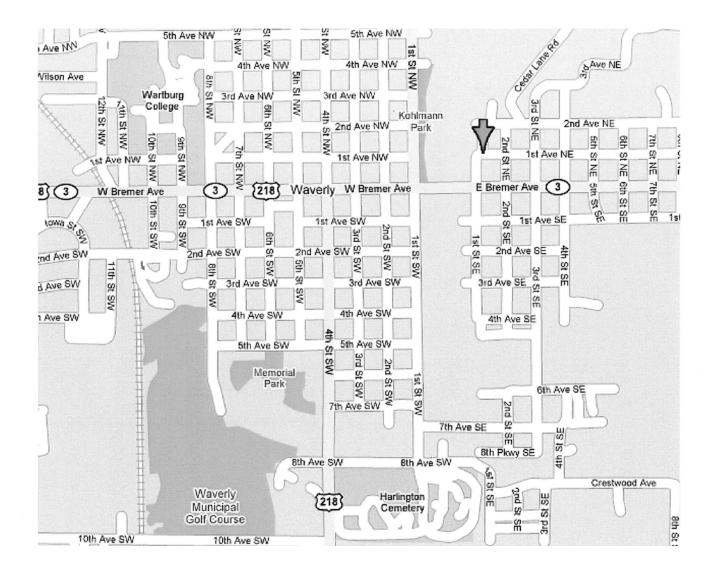
- There is a \$100 damage deposit for the cord and remote
- Request must be indicated on your use application
- You supply the laptop

# **Projector**

- Lower screen with toggle switch (on east wall of Waverly Room same wall as light switches).
- Connect video pin connection cord to wall outlet (south wall) and your laptop.
- Boot (turn on) your laptop or presentation device.
- Turn on projector with white remote.
- Run
- If nothing projects, power down and turn on the projector before booting laptop.
- In nothing appears on screen, press Function (Fn) Key and (F8/CRT/LCD) Key.

# Public Internet Password: jordancow1

## Waverly City Hall/Civic Center 200 1<sup>st</sup> St. NE Waverly, IA 50677 GPS Coordinates: N 42° 43.633' W 092° 28.156'



Park in East Parking lot and enter through the East lobby doors. Meeting rooms are on the north side of the lobby.

## WAVERLY RESTAURANTS, COFFEE SHOPS & BARS Revised 11/2019

#### Chinese

Asian Garden Restaurant 116 E Bremer Ave (319) 352-5253

#### China Buffet

1233 4th St SW (319) 352-4006

#### East China

309 W. Bremer Ave. (319) 483-9999

## Ice Cream

Dairy Queen 122 4th St SW (319) 352-3256

**Duos Coffee and Ice Cream** 

805 W Bremer Ave (319) 352-2458

#### 4 Queens Dairy Cream

109 1st St. SW (319) 559-2476

#### **Coffee Shops**

Scooters Coffee 210 W. Bremer Ave. (319) 483-0071

## Caribou Coffee

(Hv-Vee) 1311 4th St. SW (319) 352-1365

Bar/Restaurant Blake's Beach House 110 E. Bremer Ave. (319) 483-9095

## Fainting Goat

118 10th St SW (319) 352-2335

Joe's Knight Hawk Restaurant 1002 W Bremer Ave (319) 352-2862

## Other Place

821 W Bremer Ave (319) 352-4742

## Pour House

111 F. Bremer Ave. (319) 352-2000

#### Sasquatch Jacks 118 10<sup>th</sup> St. SW

(319) 559-2444

## Wooden Foot Saloon

98 E Bremer Ave (319) 352-9878

Burger King

Diners, Restaurants, Delis

Applebee's Neighborhood Grill 2500 4th St SW (319) 352-9240

#### Butcher Block

106 W. Bremer Ave. (319-559-2166)

East Bremer Diner 117 E Bremer Ave (319) 352-2455

#### Hy-Vee

1311 4th St SW (319) 352-5285

### Water Street Grill

102 E. Bremer (319)352-1493)

## Waverly Bowl Inn

919 4th Street SW (319) 352-4724

#### Wave Town Diner

404 W Bremer Ave (319) 352-1984

## Kwik Star

(319) 352-2115

500 W Bremer Ave (319) 352-1176

2501 4<sup>th</sup> St. SW (319) 352-1218

## LODGING

Cobblestone Inn & Suites, 208 E. Bremer Ave., Waverly, IA 50677 Phone: (888) 693-8262 Quality Inn, 404 29th Ave., SW, Waverly, IA, 50677 Phone: (319) 352-0399 Star Motel, 3303 E. Bremer Ave., Waverly, IA 50677 Phone: (319) 352-4434 Super 8 Motel, 301 13th Ave., Waverly, IA 50677 Phone: (319) 352-0888

Mexican

Tapatio 1810 4<sup>th</sup> St. SW (319) 352-1292

## El Sol

3401 Fast Bremer Ave (319) 352-4257

#### Taco John's

617 W Bremer Ave (319) 352-5055

# Sub Sandwiches

Sub City 311 E Bremer Ave (319) 352-1044

### Subway

517 W Bremer Ave (319) 352-9014

## Jimmy Johns

620 W Bremer Ave (319) 352-2100

Other

400 F Bremer Ave

1203 4<sup>th</sup> St SW (319) 352-6977

Fast Food

Mc Donald's

Pizza

Casev's Pizza

1032 4th St. SW

(319) 352-1052

(319) 352-4613

Domino's Pizza 501 W Bremer Ave

(319) 483-9444

(319) 352-5591

Pizza Ranch

(319) 352-2222

The Wild Carrot 215 E. Bremer Ave

(319) 352-2215

1203 W Bremer Ave

2020 W Bremer Ave

Pizza Hut

1313 W. Bremer Ave.

927 4th St SW (319) 352-3311