

WAVERLY CIVIC FACILITY USE APPLICATION

Non-Profit Groups - Social organization with nonprofit status, charity, church, service club, Wartburg, etc.

Non-Local Government - Any governmental group not listed under free

Name of Organization:				Contact person:						
Address:				Work phone:			Cell phone:			
Event Day & Date:				Meeting Times: _____ to _____						
Estimated Attendance:		Cost of admittance or fees:		Total time of use including set up and clean up: _____ to _____						
Groups are responsible for picking up a key in advance of any meeting held outside of regular office hours. A \$35.00 fee will be imposed if staff is called to open the building after hours.				Non Profit Groups Up to 6 months in advance					Room Deposit \$100	
ROOM(S) (please indicate room(s) on left)				2 hr	3 hr	4 hr	5 hr	6 hr	7 hr	8 hr
Waverly Room (has screen) & Lobby				\$20	\$30	\$40	\$50	\$60	\$70	\$80
Harmon Room				\$20	\$30	\$40	\$50	\$60	\$70	\$80
Red Cedar Room				\$20	\$30	\$40	\$50	\$60	\$70	\$80
Above 3 Rooms & Lobby Combined				\$20	\$30	\$40	\$50	\$60	\$70	\$80
Kitchen (refrigerator & microwave only) Entire area or Red Cedar room only				\$10	\$10	\$10	\$10	\$10	\$10	\$10
Council Chambers – approved by Director of Leisure Services only. No food or drink allowed.				\$20	\$30	\$40	\$50	\$60	\$70	\$80
WALLS SET UP (by staff only)										
AUDIO/VIDEO REQUESTS:									Cord & Remote Deposit	
Cord & Remote for your laptop setup (see instructions)										\$100
TV/VCR/DVD Player on cart										
Overhead on cart										
Microphone										
ACCOMMODATIONS: (please indicate number needed on left)										
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 table top & 1 stand-alone)										
Coffeemaker (30 cup)										
SET UP (include diagram)				\$50	\$50	\$50	\$50	\$50	\$50	\$50
TAKE DOWN				\$50	\$50	\$50	\$50	\$50	\$50	\$50
TOTAL DEPOSIT DUE (separate check)										
TOTAL FEES DUE (separate check)										

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 insure 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: _____

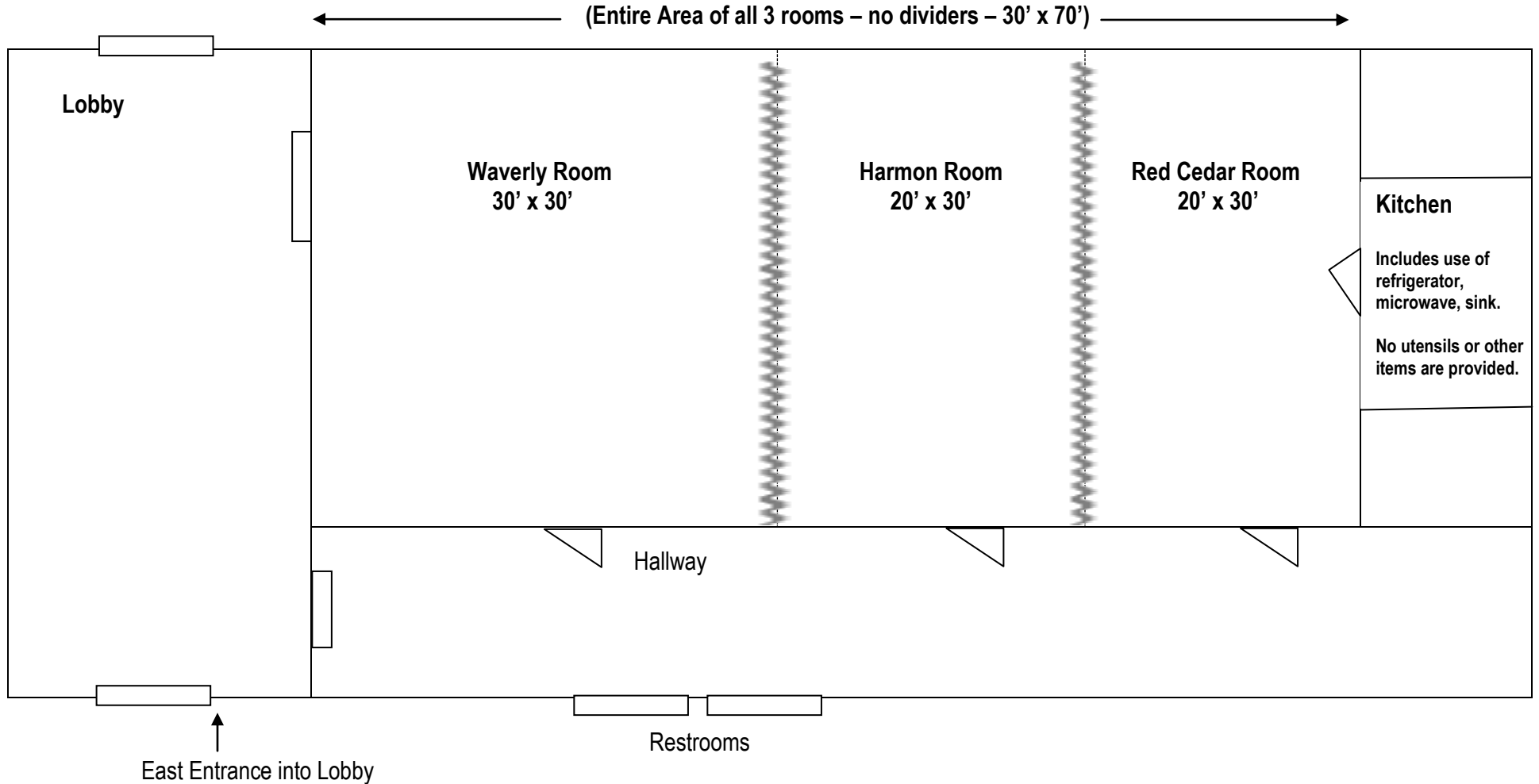
Policy – Please Read and Sign

- Fees:**
All rents 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.
- 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.
- Cancellation/Refund Policy:**
If cancelled two weeks or less before date of reservation there will be no refund. If cancellation is made outside of two weeks there will be a refund of the deposit or the reservation fee – whichever is less.
- Equipment:**
You must 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.
- Signage:**
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. 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. Meeting 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
- I have read, understand, and agree to the above policies:** I agree to insure 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: _____

<input type="checkbox"/> Chairs Stacked	<input type="checkbox"/> Tables Stacked	<input type="checkbox"/> Floors Vacuumed	<input type="checkbox"/> Kitchen	Office Use Only Building Superintendent Check List for Damage Deposit
<input type="checkbox"/> Trash to Dumpster	<input type="checkbox"/> Lights	<input type="checkbox"/> Coffee Maker	<input type="checkbox"/> Miscellaneous	
<input type="checkbox"/> Wall	<input type="checkbox"/> Key Returned to Us	<input type="checkbox"/> Hex Key	<input type="checkbox"/> Damage	
Ok to return deposit: _____ (Building Superintendent Signature)		Date deposit returned: _____		

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



	Size	CAPACITY			
		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 this could involve additional fees.

Set Up and Take Down Charges for All Groups: The City of Waverly will set up tables and chairs for a fee of \$50.00. 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.

Kitchen: 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.

Walls: 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.

AV Equipment: We have state of the art AV equipment indicated on the request form. This includes the screen, overhead projector, TV/VCR/DVD player, and AV cart. There is no additional charge for this equipment.

There is a \$100 deposit for the use of a cord and remote for your laptop connection to the ceiling mounted projector. Procedures must be reviewed with the user prior to use.

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: There is no refund with less than a two week notice before a scheduled event. In excess of a two week notice of cancellation, the deposit or room fee is kept whatever is less. 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 on 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.
- If nothing appears on screen, press Function (Fn) Key and (F8/CRT/LCD) Key.

Public Internet Password: jordancow1

RESTAURANTS, COFFEE SHOPS & BARS Revised 11/2016

Chinese

[Asian Garden Restaurant](#)

116 E Bremer Ave
Waverly, IA
(319) 352-5253

[China Buffet](#)

1233 4th St SW
Waverly, IA
(319) 352-4006

[East China](#)

309 W. Bremer Ave.
Waverly, IA
(319) 483-9999

Ice Cream

[Dairy Queen](#)

122 4th St SW
Waverly, IA
(319) 352-3256

[Duos Coffee and Ice Cream](#)

805 W Bremer Ave
Waverly, IA
(319) 352-2458

Fast Food

[Mc Donald's](#)

1203 4th St SW
Waverly, IA
(319) 352-6977

[Burger King](#)

927 4th St SW
Waverly, IA
(319) 352-3311

Bar/Restaurant

[Blake's Cocktails](#)

110 E. Bremer Ave.
Waverly, IA 50677
(319) 483-9095

[Dirty Dog American Bar and Grill](#)

1016 W. Bremer Ave.
Waverly, IA 50677
(319) 352-8819

[Joe's Knight Hawk Restaurant](#)

1002 W Bremer Ave
Waverly, IA
(319) 352-2862

[Other Place](#)

821 W Bremer Ave
Waverly, IA
(319) 352-4742

[Pour House](#)

111 E. Bremer Ave.
Waverly, IA
(319) 352-2000

[Wooden Foot Saloon](#)

98 E Bremer Ave
Waverly, IA
(319) 352-9878

Pizza

[Domino's Pizza](#)

501 W Bremer Ave
Waverly, IA
(319) 483-9444

[Pizza Hut](#)

1203 W Bremer Ave
Waverly, IA
(319) 352-5591

[Pizza Ranch](#)

2020 W Bremer Ave
Waverly, IA
(319) 352-2222

Diners, Restaurants, Delis

[Applebee's Neighborhood Grill](#)

2500 4th St SW
Waverly, IA
(319) 352-9240

[Dell's Diner](#)

404 W Bremer Ave
Waverly, IA
(319) 352-1984

[East Bremer Diner](#)

117 E Bremer Ave
Waverly, IA
(319) 352-2455

[Hy-Vee](#)

1311 4th St SW
Waverly, IA
(319) 352-5285

[Water Street Grill](#)

102 E. Bremer
(319)352-1493)

[Waverly Bowl Inn](#)

919 4th Street SW
Waverly, Iowa 50677
(319) 352-4724

Mexican

[Chapala](#)

1810 4th St. SW
Waverly, IA 50677
(319) 352-3388

[El Sol](#)

3401 East Bremer Ave
Waverly, IA
(319) 352-4257

[Taco John's](#)

617 W Bremer Ave
Waverly, IA
(319) 352-5055

Sub Sandwiches

[Sub City](#)

311 E Bremer Ave
Waverly, IA
(319) 352-1044

[Subway](#)

517 W Bremer Ave
Waverly, IA
(319) 352-9014

[Jimmy Johns](#)

620 W Bremer Ave
Waverly, IA
(319) 352-2100

LODGING

Cobblestone Inn & Suites, 208 E. Bremer Ave., Waverly, IA 50677 Phone: (888) 693-8262

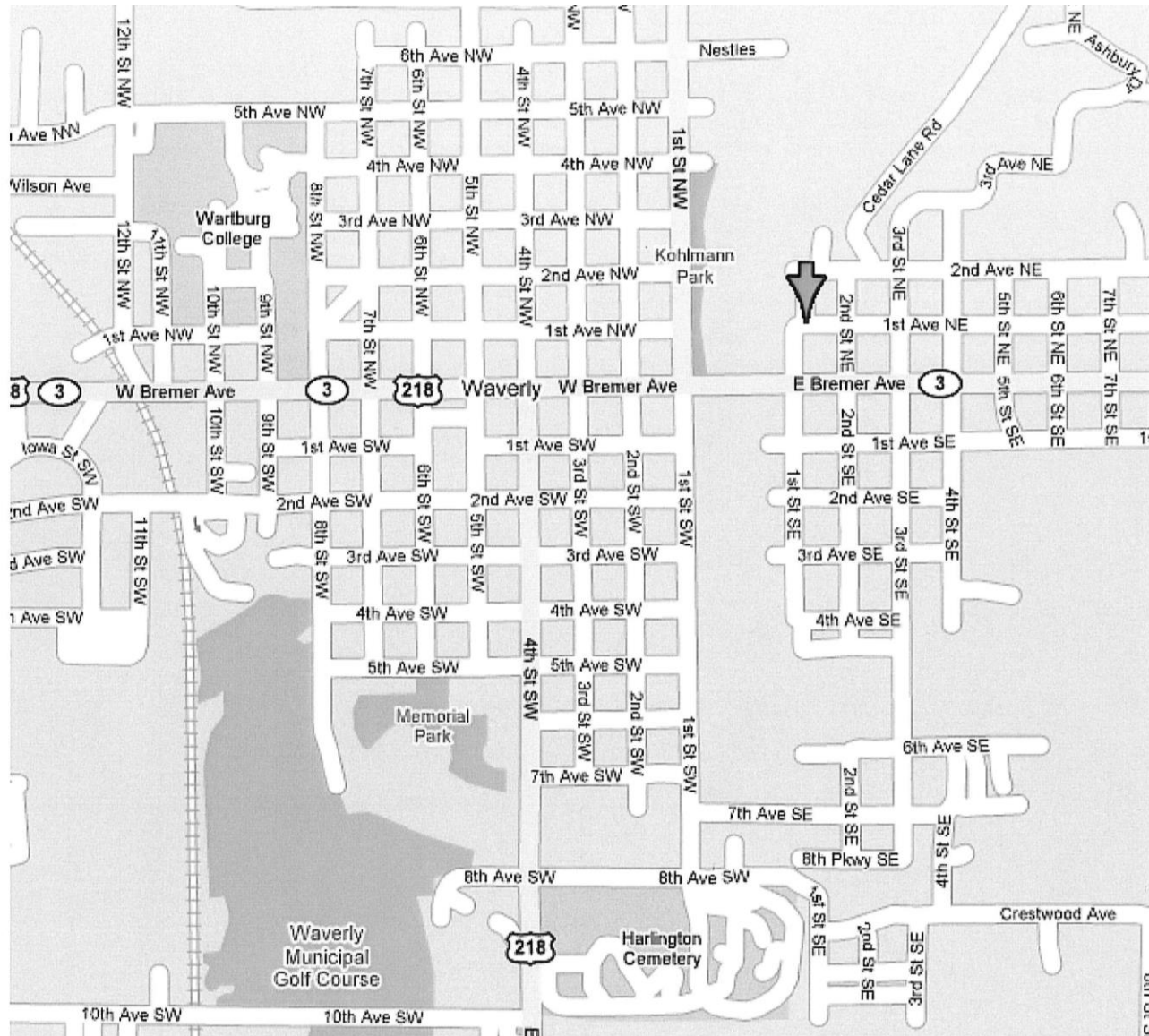
America's Best Value Inn, 1900 Heritage Way (Hwy 3 West) Waverly, IA 50677 Phone: 1-800-397-5330 Fax: (319)-352-2577

Comfort Inn, 404 29th Ave., SW, Waverly, IA, 50677 Phone: (319) 352-0399 Fax: (319) 352-0498

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

Waverly City Hall/Civic Center
200 1st 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.

