

## WAVERLY CIVIC CENTER 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:				Address:					
Contact Person:									
Phone:				Email:					
Date of Use:				Meeting Start and end times: _____ 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 held outside of regular office hours. A \$35.00 fee will be imposed if staff is called to open the building after hours.			<b>Non-Profit Groups Up to 6 months in advance</b>					<b>Room Deposit \$100</b>	
<b>ROOM(S) (please indicate room(s) on left)</b>			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
<b>WALLS SET UP (by staff only)</b>									
<b>AUDIO/VIDEO REQUESTS:</b>								<b>Cord &amp; Remote Deposit</b>	
Cord & Remote for your laptop setup (see instructions)									\$100
Microphone									
<b>ACCOMMODATIONS: (please indicate number needed on left)</b>									
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)									
<b>SET UP (include diagram)</b>			\$50	\$50	\$50	\$50	\$50	\$50	\$50
<b>TAKE DOWN</b>			\$50	\$50	\$50	\$50	\$50	\$50	\$50
<b>TOTAL DEPOSIT DUE (separate check)</b>									
<b>TOTAL FEES DUE (separate check)</b>									

### 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.

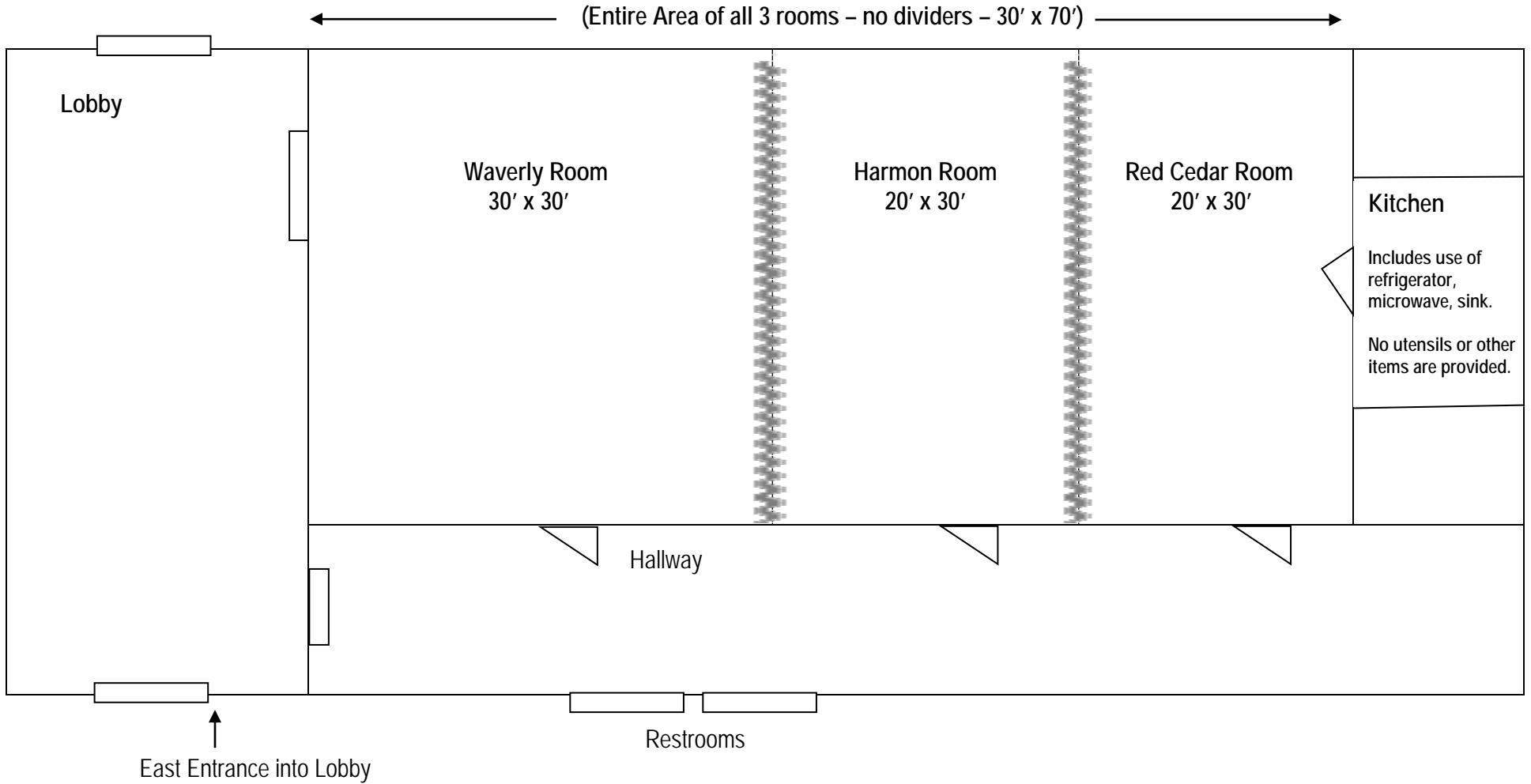
### RESPONSIBILITY STATEMENT:

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: \_\_\_\_\_



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. 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.

**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. No utensils or other items are supplied.

**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, 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 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

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 1<sup>st</sup> St. SW  
(319) 559-2476

**Coffee Shops**

[Scooters Coffee](#)

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

[Caribou Coffee](#)

(Hy-Vee)  
1311 4<sup>th</sup> 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 E. 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

**Pizza**

[Casey's Pizza](#)

1032 4<sup>th</sup> St. SW  
(319) 352-1052

1313 W. Bremer Ave.  
(319) 352-4613

[Domino's Pizza](#)

501 W Bremer Ave  
(319) 483-9444

[Pizza Hut](#)

1203 W Bremer Ave  
(319) 352-5591

[Pizza Ranch](#)

2020 W Bremer Ave  
(319) 352-2222

[The Wild Carrot](#)

215 E. Bremer Ave  
(319) 352-2215

**Fast Food**

[Mc Donald's](#)

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

[Burger King](#)

927 4th St SW  
(319) 352-3311

**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

**Mexican**

[Tapatio](#)

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

[El Sol](#)

3401 East 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**

[Kwik Star](#)

400 E Bremer Ave  
(319) 352-2115

500 W Bremer Ave  
(319) 352-1176

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

**LODGING**

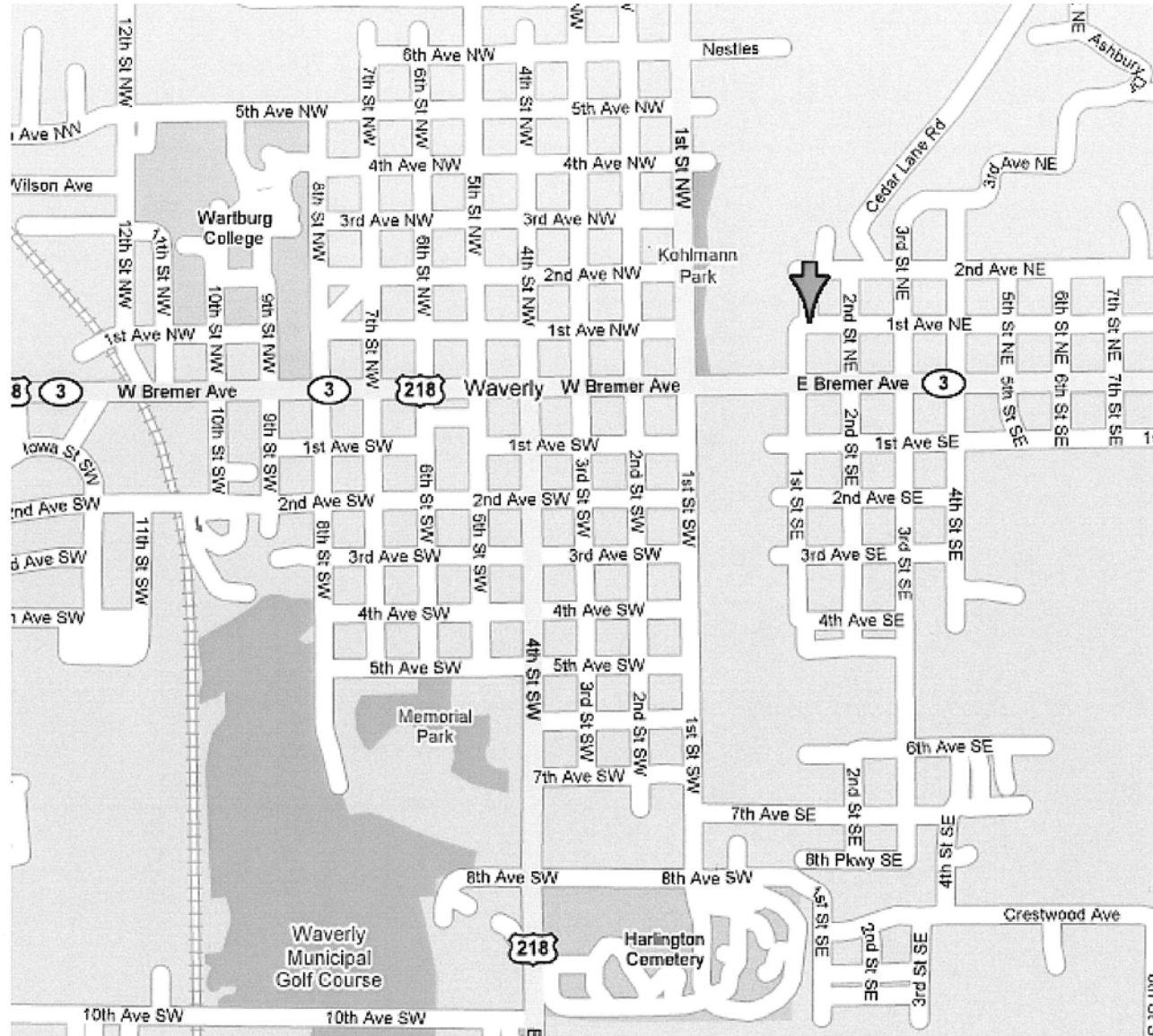
**Cobblestone Inn & Suites**, 208 E. Bremer Ave., Waverly, IA 50677 Phone: (888) 693-8262

**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

**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.

