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

For Office Use Only Out: _____
Key #: In:

Name of Organization:	Phone:
Contact Person:	Address:
Email:	
Date of Use:	Meeting Start and End Times: to
Estimated Attendance:	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 Reservations taken no more than 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	$100
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 for your laptop setup (see instructions)								
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 stand-alone)								
Coffeemaker (30 cup)								
☐ **SET UP - optional - please include diagram if selected**	$50	$50	$50	$50	$50	$50	$50	
☐ **TEAR DOWN - optional**	$50	$50	$50	$50	$50	$50	$50	
TOTAL DEPOSIT DUE (separate check)								$100
TOTAL FEES DUE (separate check)								

Payment Received: _____ Deposit Received: _____ Deposit Returned: _____

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. The City of Waverly will set up tables and chairs for a fee of $50.00; a diagram of the room layout desired must also be submitted in advance. The City of Waverly will tear down after the event for a fee of $50.00. Tear down includes putting away tables and chairs and vacuuming. Removal of trash and placing it in the north dumpster is not included in the take down charge and is required by all groups. The maximum number tables/chairs available is designated on the reservation form.

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 cancellations, extra cleaning, and equipment and wall damage. 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. Please, NO GLITTER and NO HANGING ITEMS ON WALLS. ATTACHING ITEMS TO THE WALLS USING COMMAND STRIPS, TACKS, NAILS, OR ANY ADHESIVE MATERIALS IS NOT ALLOWED. **Any damage or residue left behind will result in the forfeiture of the deposit.**

Cancellation/Refund Policy:

If you cancel **more than two weeks before** your reservation date, **you will receive a refund of the rental fee, but the deposit will NOT be refunded**. If you cancel **within two weeks of** your reservation date, **you will receive a refund of the deposit, but the rental fee will NOT be refunded**. 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.

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. Return room to default set up. If equipment/tables/chairs are left up, your deposit will be forfeited.

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, utensils, and coffee, etc.

Message Policy:

Only emergency calls will be paged into the meeting rooms.

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 the lot south of City Hall.

Keys:

For groups using the facility outside of office hours, a key must be picked up the week 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 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: _____

□ Chairs Stacked	□ Default Table Set Up	□ Floors Vacuumed	□ Kitchen
□ Trash to Dumpster	□ Lights	□ Coffee Maker	□ Miscellaneous
□ Wall	□ Key Returned to Us	□ Hex Key	□ Damage

Office Use Only
Building Superintendent Check List for Damage Deposit

Ok to return deposit: _____
(Building Superintendent Signature)

City of Waverly Civic Center Usage Fees and Capacity – Effective 11-2026

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.

Set Up and Take Down Charges Available to All Groups: The City of Waverly will set up tables and chairs for a fee of $50.00; a diagram of the room layout desired must also be submitted in advance. The City of Waverly will tear down after the event for a fee of $50.00. Tear down includes putting away tables and chairs and vacuuming. Removal of trash and placing it in the north dumpster is not included in the take down charge and is required by all groups. The maximum number tables/chairs available is designated on the reservation form.

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: Ceiling mounted projector, screen, HDMI cord and remote are readily available. There is no additional charge for 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 you cancel **more than two weeks before** your reservation date, **you will receive a refund of the rental fee, but the deposit will NOT be refunded**. If you cancel **within two weeks of** your reservation date, **you will receive a refund of the deposit, but the rental fee will NOT be refunded**. 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.

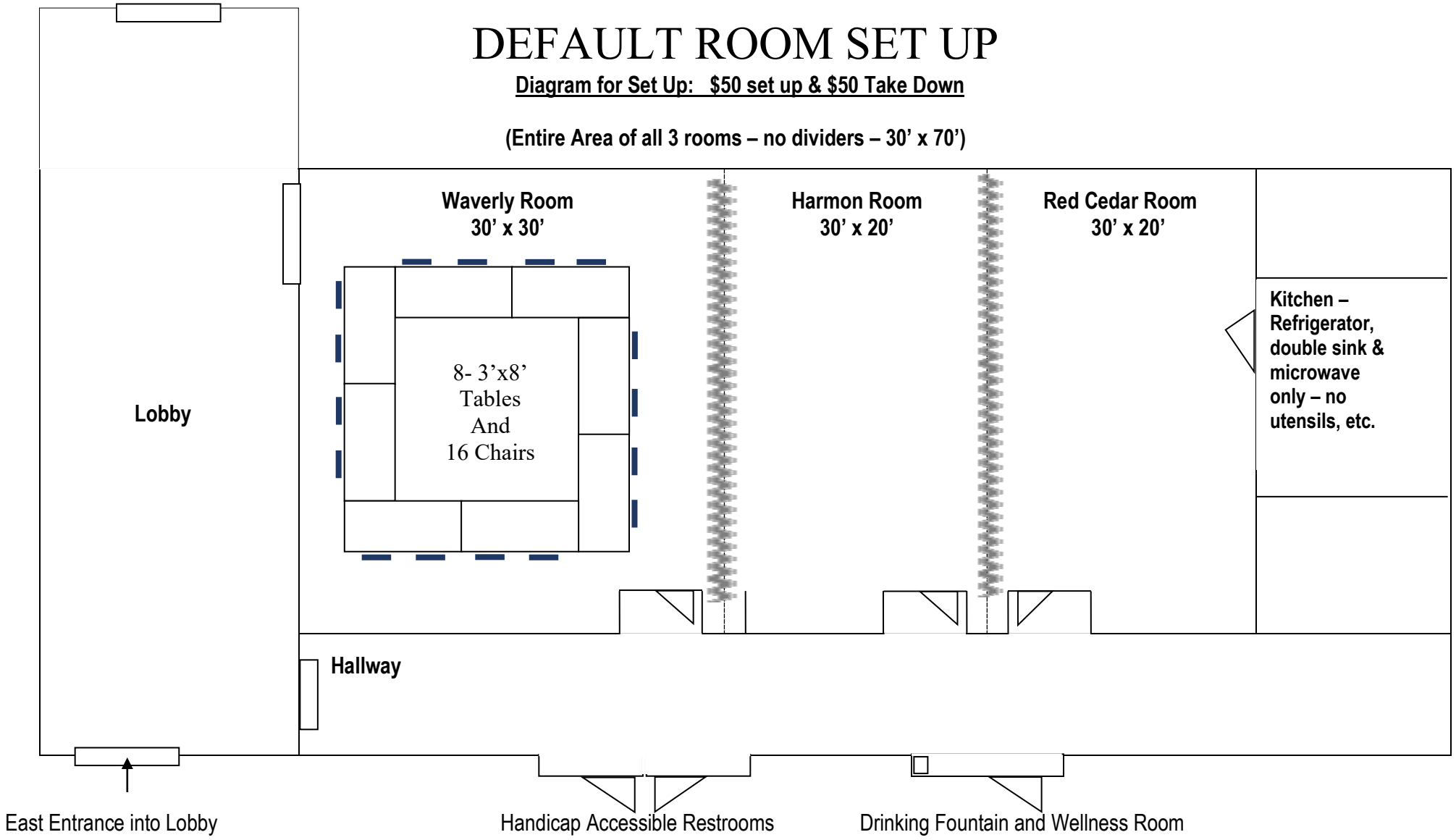
CAPACITY

	Size	Classroom	Round Tables	Rectangular Tables	U-Shaped
Combined	**30x70**	**120**	**96**	**128**	**48**
Waverly	**30x30**	**70**	**48**	**72**	**32**
Harmon	**20x30**	**40**	**36**	**48**	**26**
Red Cedar	**20x30**	**40**	**36**	**48**	**26**

DEFAULT ROOM SET UP

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

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



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

Civic Center Projector & Sound Instructions

Projector

- Use the SONY remote to turn on the projector. Point towards the projector and push the green ON button () on the top right of the remote.
- Connect laptop with HDMI cord to the black box on the wall in the southeast corner of the room. The box is attached to the wall and has lights and an antenna. Do not plug into the wall plate with the cord. (Input selection is "D")
- Drop the screen using the switch on the east wall just before the door.
- When finished with the projector, turn off by pushing the green STANDBY button () on the top left of the remote.

Sound

- The sound is controlled through a tablet kept in the Leisure Services office. It will be set to default to the wall plate, which will play sound from the laptop connected. *It will be preset for events as requested.*
- Turn on the tablet by pressing the ON button on the top right of the tablet.
- On the main screen (blue) choose LISTEN
- To use sound from a laptop connection, choose WALL PLATE.
- To use sound from the microphones, make sure mic is connected to the wall mic outlet and choose MICS 123 on the screen.

Public Internet Password: jordancow1

WAVERLY RESTAURANTS, COFFEE SHOPS & BARS Revised 10/2024

Chinese

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

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

Ice Cream

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

4 Queens Dairy Cream
109 1st St. SW
(319) 559-2476

Coffee Shops

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

Get Roasted
106 W. Bremer Ave.
(319) 252-2236

Thinkwell
123 W. Bremer Ave.
(319) 352-2458

Starbucks
402 13th Ave. SW
(319) 422-5658

Bar/Restaurant

Beach House Bar
110 E. Bremer Ave
(319) 483-9095

Bremer Brewing Company
102 W. Bremer Ave.
(319) 352-9844

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

Other Place II
821 W Bremer Ave
(319) 352-4742

Pokey's Speakeasy
108 2nd St. NE
319-240-6799

Pour House
111 E. Bremer Ave.
(319) 352-2000

Sasquatch Jacks
118 10th St. SW
(319) 559-2444

Wooden Foot Saloon
98 E Bremer Ave
(319) 352-9878

Pizza

Casey's Pizza
1032 4th St. SW
(319) 352-1052

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

Domino's Pizza
501 W Bremer Ave
(319) 483-9444

Other Place II
821 W Bremer Ave
(319) 352-4742

Pizza Ranch
2020 W Bremer Ave
(319) 352-2222

Z's Pizza
211 W. Bremer Ave.
(319) 559-2999

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

Diners, Restaurants, Delis

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

Fredericks
117 E Bremer Ave
(319) 352-2455

Hy-Vee
1311 4th St SW
(319) 352-5285

Prairie Patio & Grill
19 Eagle Ridge
319-352-0444

The Wild Carrot
215 E. Bremer Ave
(319) 352-2215

Fast Food

Burger King
927 4th St SW
(319) 352-3311

Mc Donald's
1203 4th St SW
(319) 352-6977

Taco Bell
2801 4th St. SW
(319) 483-6652

Taco John's
617 W Bremer Ave
(319) 352-5055

Mexican

Tapatio
1810 4th St. SW
(319) 352-1292

El Sol
3401 East Bremer Ave
(319) 352-4257

Other

Ignite Nutrition
106 10th St. SW
(319) 559-2290

Kwik Star
400 E Bremer Ave
(319) 352-2115

2501 4th St. SW
(319) 352-1218

The Den
Inside Saemann Student Center
100 Wartburg Blvd.
319-352-8303

The Mixing Bowl
214 E. Bremer Ave.
319-830-3562

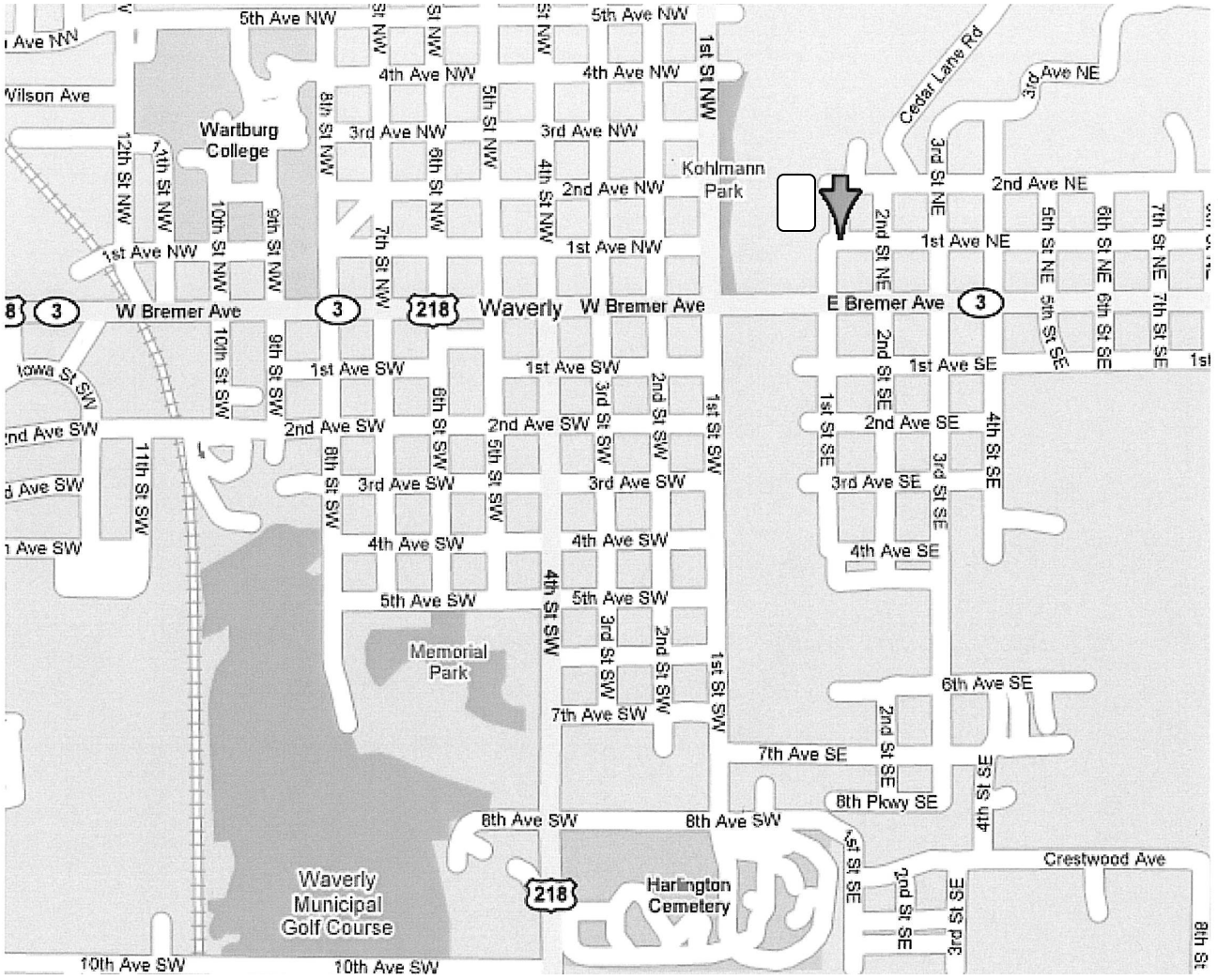
Waverly Area Veterans Post
1300 4th St. NW
319-483-9287

Zesty Orange
Inside the W
100 Wartburg Blvd.

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
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' 38.18"
W 92° 28' 9.08"



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