

WAVERLY CIVIC CENTER USE APPLICATION

Private Usage- any profit-making organization (banks, businesses, etc) or a private social gathering (family reunion, graduation, retirement)

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

Name:		Address:	
Phone:			
Email:		Activity start and end time: _____ to _____	
Date of Use:	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.	Private Use Fees		Room Deposit
	Reservations no more than 6 months in advance		\$100 (Separate Payment)
ROOM(S) (please indicate room(s) needed in left column with "X")	4 hours	All day	\$100
Waverly Room (has screen) plus Lobby	\$150	\$275	
Harmon Room	\$150	\$275	
Red Cedar Room (nearest kitchen)	\$150	\$275	
Above 3 Rooms Combined (plus Lobby)	\$150	\$275	
Kitchen (refrigerator & microwave only) Entire area or Red Cedar room only	\$10	\$10	
Council Chambers – approved by Director of Leisure Services only – No food or drink allowed.	\$150	\$275	
WALLS SET UP (by staff only)			
AUDIO/VIDEO REQUESTS: (please indicate "X" in left column)			
Cord & Remote for your laptop setup			
Microphone			
ACCOMMODATIONS: (please indicate number needed in left column)			
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)			
Table-Top Podium			
Coffeemaker (30 cup)			
SET UP (OPTIONAL) please include diagram if selected	\$50	\$50	
TEAR DOWN (OPTIONAL)	\$50	\$50	
TOTAL DEPOSIT DUE (separate check)			
TOTAL FEES DUE			

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.

Signature: _____ Date: _____

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.

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.

Private Usage Fee – As Available –

Fee: \$150.00 up to 4 hours
 \$275.00 All Day (Set up time is available the prior evening depending on availability.)
Deposit: \$100.00 (Deposit is returned upon satisfactory inspection of area used and return of key.)
 (Rooms may be reserved up to 6 months in advance of date needed.)

Other Charges

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. 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. 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, 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.

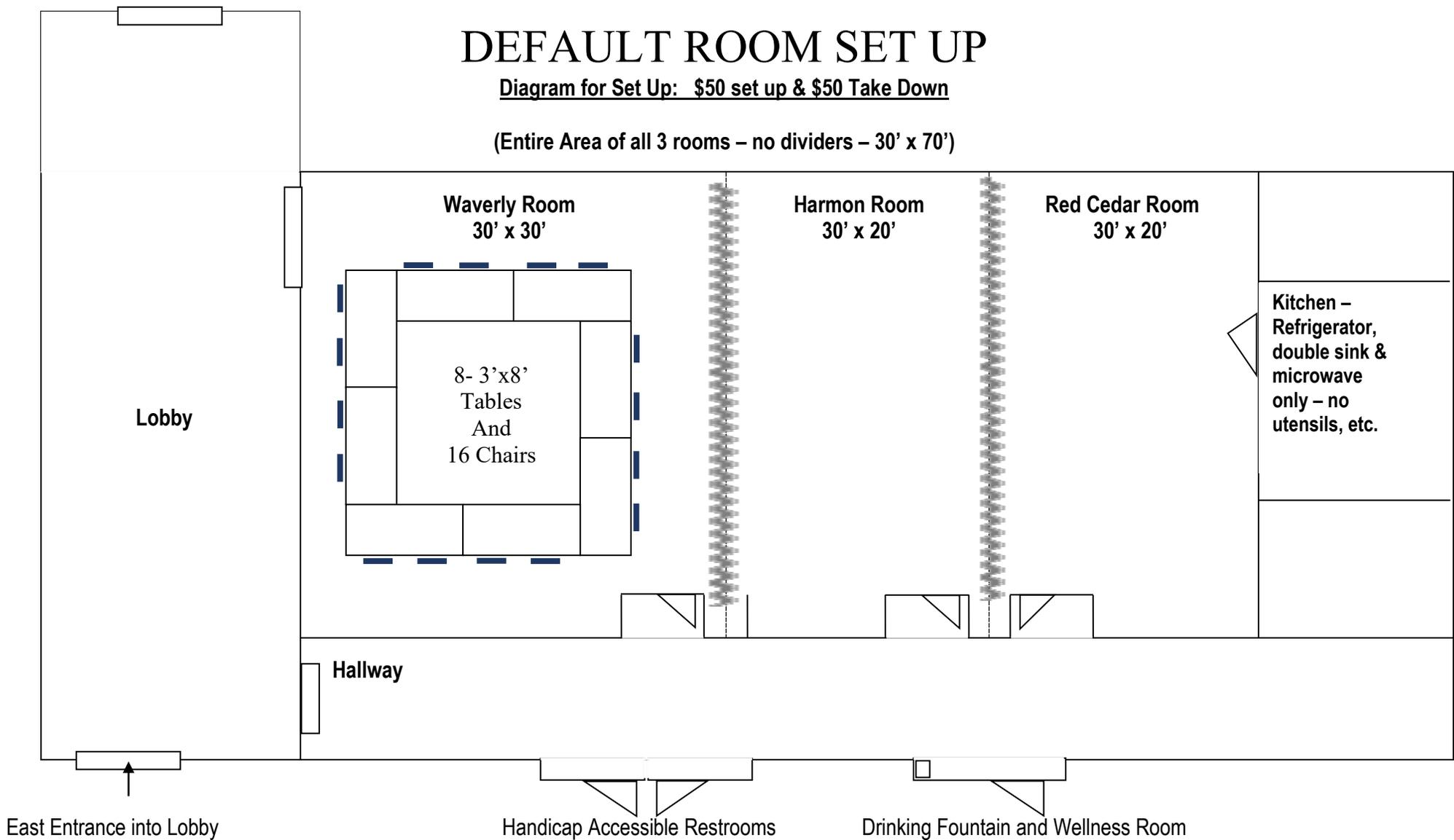
Cancellation/Date Change/Refund Policy: If you cancel **more than two weeks before** your reservation date, **you will receive a refund of the rental fee, but the deposit will NOT be refunded.** If you cancel **within two weeks of** your reservation date, **you will receive a refund of the deposit, but 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')



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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 Northwest 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.
- 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.

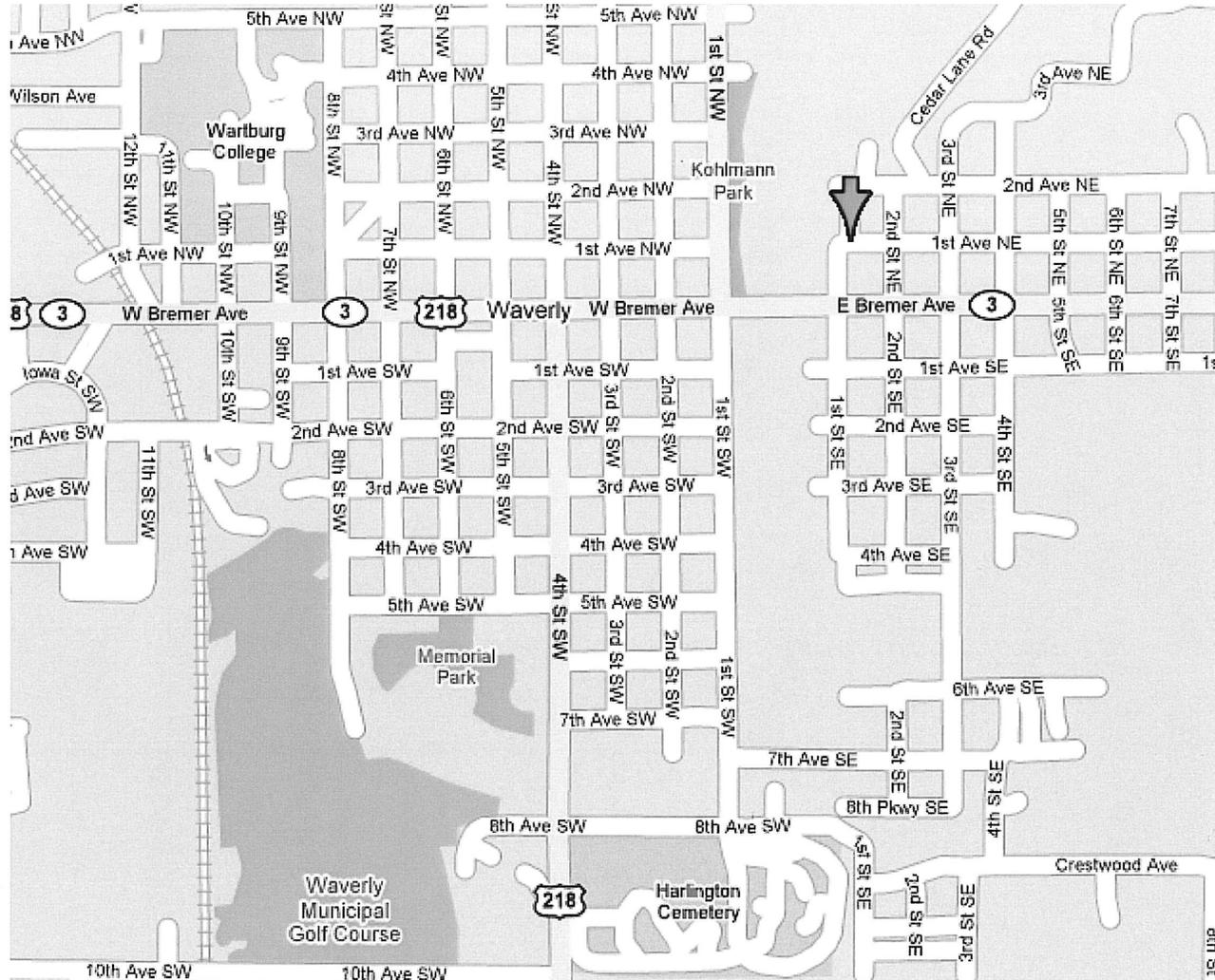
LODGING

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.