



Senior Citizens Group, Inc. 506 E. Bremer Ave, Waverly, IA 50677
319-352-5678 | waverlyseniorcenter.org

Event Rental Guidelines

Senior Citizens Group, Inc. invites any organization or individual party to use the Waverly Senior Center for special events or meetings. Please read the following Guidelines before you rent our facility.

To Rent the Waverly Senior Center

1. Confirm availability with Center Manager, Kathy Schutte at 352-5678.
2. Read our Event Rental Guidelines
3. Fill out and sign Event Rental Responsibility Agreement and return with deposit check to:

Attn: Kathy Schutte
Waverly Senior Center
506 E. Bremer Ave
Waverly, IA 50677

Rental hours: Fri. 4-11pm, Sat. & Sun. 8am-11pm. There is a possibility of additional hours Mon-Fri, however Waverly Senior Center activities take priority. Please check with Center Manager to verify availability.

Rental fees:

General Use: \$20/hour **Nonprofit 501(c)3:** \$10/hour

Reservation Information & Requirements

- Requests for renting Waverly Senior Center event area are considered on a first-come, first-serve basis.
- Copies of Event Rental Agreement and Event Rental Guidelines are available at www.waverlyseniorcenter.org or by contacting Kathy Schutte at (319)352-5678.
- In case of a building related emergency during your rental period, call the person designated by the Center Manager at the time of key pick-up.
- Reservations should be made at least 14 days in advance. Space may be reserved for a maximum of one year in advance of event.
- No Smoking is allowed on the property.
- Pets are not allowed, with the exception of service animals.
- All persons reserving the Waverly Senior Center event area must be 21 years of age and are held responsible for event.
- Waverly Senior Center office space, basement, stairwells and upstairs are off limits. Use only main floor event space including kitchen.

- If alcohol will be present, renter must provide a Certificate of Liability for \$500,000 with Senior Citizens Group, Inc. as the Certificate holder.
- Children attending an event are required to be under adult supervision at all times.
- Senior Citizens Group, Inc. reserves the right to refuse or terminate requests.
- Senior Citizens Group, Inc. is not responsible for lost or stolen items.
- Senior Citizens Group, Inc. is not responsible for any injury to person(s) or their property during rental period.

Charges, Deposits & Payments

- Completed Rental Responsibility & Agreement and \$100 security deposit check must be received before rental is confirmed.
- A \$200 deposit is required for events where alcohol will be present. Security deposit check will be retained (no longer than 5 business days) until an inspection of the rented area is made. Partial or no refund may be made if there is any damage to the Senior Center property or additional clean-up costs are needed.
- Checks for rental fee and security deposit should be written as two separate checks. Checks are to be made payable to: Senior Citizens Group, Inc. Please indicate "Rental Fee" and "Deposit" in memo along with reservation date.

Cleaning/Usage Responsibilities

- Pick up key on day before event by 3:00pm (Friday for Saturday or Sunday events).
- Leave facility as you found it. Refer to Waverly Senior Center Rental Handbook for any questions.
- Take down and put away large tables (if used), clean floor, return card tables and chairs to storage locations. Folding chairs are stored in closet. Banquet tables should be folded so legs are towards wall on rack.
- Turn off all lights, fans and ovens on main floor. Lock North door, put key on office desk and exit through the East entrance door. Lock East entrance door per instructions.
- Coffee Pots may be used, but furnish your own coffee and clean pots after use.
- The large "walk-in" cooler in kitchen may be used.
- Clean up the kitchen and put bagged garbage in trash receptacles outside.
- Do not move kitchen appliances or piano in dining room.
- Commercial dishwasher not available for use.
- Use towels provided for renter's use.
- Wash and return all dishes belonging to Senior Center to their original storage places.
- Furnish your own placemats, napkins and linens.
- Candles with open flame are prohibited.
- Use of confetti or glitter are prohibited.