



Building Use Agreement - Lock Ins

Date: _____

Group/Event Name: _____

Contact Person: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Secondary: _____

Type of Activity: _____

Dates(s): _____ / _____ / _____

Start Time (Include Setup): _____ End Time (Include Cleanup): _____

Estimated Attendance: _____ Serving Food or Drink: _____

Areas Available During Lock-ins

All conference rooms,
Jones & Roberts Gymnasiums
Lobby, Kitchen

Areas Not Available

Weight/Exercise Area
Track
Library

Pool Use:

Pool rental agreement must be completed
Rates may vary depending on hours used,
after hours fee will apply.

Lock-in Fees:

North Liberty Residents = \$40/Hour

Non Residents = \$50/Hour

Pool fees not included.
Contact person determines fee rate.

Pool Fees:

A separate form must be completed.
See note to left.

- Facility reservations are made on a first come first serve basis. All Recreation Center programs take precedent.
- **Reservation is not approved until a confirmation phone call has been placed by a Recreation Staff member.**
- **Rental Fees:** Due by the start of the rental.
- **Facility set-up:** Arrangement of tables & chairs is the responsibility of the renter. Renter is responsible for facility cleanliness after each use. Recreation center will assist with any additional setup and cleanup that may be required.
- **Kitchen Use:** Use of the kitchen is acceptable please not that this is a prep kitchen not setup to make large quantities of food. Renter must supply utensils and cutlery this includes cups plates and napkins.
- **Building Rules:** It is required that all renters abide by the set building rules. This includes no tobacco, alcohol, or drugs. A copy of the building rules can be picked up at the front desk. Please not that other areas of the building may be in use the other renters.
- **Cancellations:** Cancellations for lock-ins require a **two week notice**. Failure to give proper notice may result in loss of deposit or any future rentals.
- If necessary, Recreation Staff reserves the right to change, reschedule, or cancel a reservation. Staff will give as much notice as possible.

Contact Person Signature: _____ Date: _____

Credit Card #: _____ Expiration Date: _____ Security Code: _____