

Nevada Senior Community Center (NSCC)  
Rules and Regulations  
1231 6<sup>th</sup> Street  
Nevada, Iowa 50201  
515-382-5466

CONTACT AND HOURS

The NSCC is managed by City Hall. Keys may be picked up and dropped off anytime between 8:00 a.m. – 5:00 p.m. Monday through Friday. **Cleaning**/Damage deposits are also made at this time.

**Reservations can be made online by going to:**

**<https://nevadaia.recdesk.com/Community/Facility>**. The NSCC is available from 5:00 p.m. – 9:00 p.m. Monday through Thursday and 5:00 p.m. – 11:00 p.m. Friday and 9:00 a.m. – 11:00 p.m. Saturday and Sunday is 9:00 a.m. to 9:00 p.m. For additional questions related to a reservation or about the facility please call Nevada Parks & Recreation at 515-382-4352.

TENANTS OR RESPONSIBLE PARTY

The person for whom the NSCC is rented must be at least eighteen (18) years of age and will be responsible for the actions of the occupants and ensuring compliance with rental policies, procedures and restrictions. Tenant, for itself and for each of its Event attendees, accepts responsibility for its actions or negligence. The NSCC, its agents and assigns will hold Tenants harmless for any and all claims, liability, or demands of any kind arising during the Event due to NSCC's negligence.

The tenant must be physically present during the entire reservation period. All payments, modifications, and cancellations must be made by the tenant. Once the reservation has been paid the tenant name may not be changed or modified. No discounts will be provided.

FEES

Two (2) separate checks are to be submitted in order to make a reservation: a \$200.00 check for the security deposit, and a \$100.00 check (or the total amount of the rental fee if it is less than \$100.00) as down payment of the rental fees. The rental fees must be paid within 5 days of the online reservation. The rental fees will be immediately deposited upon receipt. A security deposit will be required at City Hall prior to key pickup. The deposit will be held and returned after inspection of the premises following a satisfactory inspection report. If the inspection report indicates less than satisfactory findings, the full security deposit will be retained, in the amount necessary, for repairs resulting in damage, cleaning or other expenses deemed in access of the agreement. The City will provide a copy of the Rental Inspection Clean-up Checklist.

KEY

Key Pickup time is 8:00 – 5:00 p.m. Monday through Friday the day of the rental. In order to ensure access, check ins after 5:00 p.m. require arrangements made by the tenant at least forty-eight (48) hours in advance. Failure of tenant to not make arrangements shall not authorize a refund or rebate. One (1) key shall be provided and shall not be duplicated. If lost, the City will charge \$25.00. The key is to be dropped in

the drop box in front of the City Hall/Public Safety Facility along with the Rental Inspection Clean-up Checklist signed by tenant acknowledging completion.

#### CLEANING

See attached Rental Inspection Clean-up Checklist. The checklist will need signed and returned with the key. Again, the security deposit will be held until after inspection of the premises following a satisfactory inspection report by city staff. If anything is not completed, NO deposit will be returned.

#### SMOKING

According to state law, smoking is not allowed in the facility or on the premises, including the parking lot.

#### PET POLICY

No pets are allowed in the facility or on the premises, except if is a service animal.

#### DECORATIONS

No decorations may be adhered to the walls, ceilings, woodwork, windows, etc. The use of adhesives, nails, thumb tacks or staples on any surface of the is buildings prohibited. No open flame candles are permitted on the premises.

#### UTENSILS, APPLIANCES, AND FURNISHINGS

Kitchen utensils, appliances, office equipment, tables, chairs and other items belonging to the premises are not to be removed from the building.

#### **BUILDING**

*Tenant is required to remove all food, ice, condiments, and decorations that were brought into the building. Please leave the building as you found it.*

#### ALCOHOL

No alcohol is allowed in the facility or on the premises, including the parking lot.

#### COMMUNITY-WIDE BENEFITS

Blood drives, elections and other community-wide benefits will not be charged a fee, excluding benefits for an individual or family.

**Nevada Senior Community Center (NSCC)**  
**Rental Inspection Clean-up Checklist**  
1231 6<sup>th</sup> Street, Nevada, Iowa 50201  
City Hall Phone: 515-382-5466

**\*\*Please Carefully review the required policies for the rental space you have reserved and follow the rules of the document; it is a requirement that the space looks as it did before arrival to ensure a deposit back.**  
**\*\*Turn this form back in with the key.**

Date of **Reservation:** \_\_\_\_\_ Reservation made in name of: \_\_\_\_\_

Contact name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

1. Floors, swept, vacuumed, mopped

- |              |                              |                             |
|--------------|------------------------------|-----------------------------|
| A. Main Room | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| B. Hallway   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| C. Kitchen   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| D. Restrooms | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 2. Table tops wiped off/extra tables put away as found              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Chairs clean and stacked/extra put away as found                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Kitchen utensils clean and put in drawers                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Stove and oven turned off  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Counters and sinks clean   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Stove, oven, microwave and refrigerator cleaned                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. All food, ice, condiments, personal items removed                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9. Small appliances, coffee makers and tea dispenser cleaned        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 11. Kitchen trash removed to dumpster/new liner returned            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 12. Bathrooms cleaned and toilet tissue stocked                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 13. All lights turned off, doors locked, windows closed             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 15. Key/Inspection list deposited in drop box in front of City Hall | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Renters Notes:** Please list anything you noticed while renting the facility. (For Ex: When we arrived the facility had not been cleaned. Or The vacuum was not working. Or the table was accidently broken) Use back if needed.

**OFFICE USE Only:** Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_  
Return Deposit: ☐ Yes ☐ No If no, please explain: