

CITY OF KEOKUK  
KEOKUK UNION DEPOT  
P.O. BOX 463, KEOKUK, IA 52632

RENTAL AGREEMENT FOR THE KEOKUK UNION DEPOT  
***Please contact Debra Marion, 319-520-8830, before using this form.***

The Keokuk Union Depot Commission hereby agrees to rent the Keokuk Union Depot

To: Organization or individual name \_\_\_\_\_

On: Event date: \_\_\_\_\_

According to the rules, regulations and rental fees set forth herein.

1. This rental agreement is specifically subject to the following terms, charges and conditions as follows:

- A. \_\_\_\_\_ 50 person event @ \$100 per day
- B. \_\_\_\_\_ 100 person event @ \$150 per day
- C. \_\_\_\_\_ 150 person event @ \$200 per day
- D. \_\_\_\_\_ Set up Fee @ \$50.00
- E. \_\_\_\_\_ Clean up Fee @ \$100.00

2. Full amount of rent must be paid at the time of booking depot and shall accompany the signed agreement. A \$100 security/damage deposit is required with this payment. This deposit is to cover damage and extra cleaning, if required. Please send separate checks for these payments. The damage deposit will be returned if all rules are followed and the key to the depot is returned. Make checks payable to The Keokuk Union Depot.

3. The renter agrees to fully comply with all rules and regulations relating to the use of the depot. Failure to do so will cause the renter to lose the damage deposit.

4. At the end of the event, the floors shall be swept and mopping is required in case of spills. All cleaning equipment is available at the depot. Both restrooms must be cleaned. Cleaning should be completed immediately after the event unless arrangements have been made to come back the next day.

5. All garbage shall be put in proper containers and bags should be tied and placed in the dumpster in the parking lot.

6. Tables shall be wiped off and put back into the storage area. Chairs should be folded up and returned to the storage area.

7. The air-conditioning shall be turned off in the summer and the furnace shall be turned down to 60 degrees in the winter upon leaving.

8. All lights shall be turned off and all doors locked upon leaving.

9. The building and area shall be left as the renter found it or the damage deposit shall not be returned.

10. The signed renter shall be responsible for all guests at the depot and shall pay for repairs or damages caused to the premises other than normal wear and tear.

11. If the renter prefers to have cleaning of the depot arranged by the depot commission, an extra \$100 shall be added to the rent. This \$100 is in addition to the \$100 deposit.

12. Alcohol may only be sold on the property by a properly licensed vendor and compliance with regulations of the City of Keokuk regarding use of alcohol on City property.

13. The renter agrees to assume entire responsibility and liability for all damages or injuries to all persons, arising out of, resulting from or in any manner connected with the above use of city facilities, and agrees to indemnify and save harmless the city, its agents and employees from all such claims including liable and legal fees and disbursements paid or incurred to enforce the provisions of this paragraph.

14. The key to the depot may be picked up from \_\_\_\_\_ the day before the event. It must be returned the next day after the event.

PLEASE ENJOY YOUR EVENT AT THE KEOKUK UNION DEPOT!

In case of emergency during an event call: \_\_\_\_\_

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Signature of lessee date

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Signature of depot representative date

Contact information for lessee:

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Name

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Complete address

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Telephone number Email address

## ADDITIONAL GUIDELINES, TERMS AND CONDITIONS

A.) The Keokuk Union Depot Commission (Commission) may refuse rental to any individual, who the Commission may have, reason to believe will be conducting activities that may be inappropriate or may not be in the best interest of the Commission or the City of Keokuk.

B.) The Renter shall assume responsibility for any damage to the building. Should damages exceed the deposit paid by Renter, a reimbursement to the Commission for damages will be due within a reasonable period of time, not to exceed thirty days following the rental of the property.

C.) Renter shall maintain at the property a contact person who shall remain in attendance until the event is concluded and who shall be responsible for communications with Commission.

D.) The Keokuk Union Depot is an historical building listed on the National Register. Defacing of walls and floor (tape, paint, markers nails, tacks, screws, staples or other devices) is prohibited. If you are planning to decorate, you must get approval from the Commission. All trash must be placed in bags.

E.) Parking shall be in designated areas only.

F.) Smoking is prohibited inside the facilities and cigarette butts shall not be left on the grounds.

G.) Firearms, fireworks or weapons of any kind are prohibited.

H.) Possession, display or consumption of illegal drugs is prohibited.

I.) No person shall be permitted to bring to the building or grounds or keep therein anything which shall increase the rate of fire insurance on the buildings or on any property therein. Such items gasoline, explosives, oils or any other like substance shall not be permitted in the building or on the grounds.

J.) Renter shall not restrict participation in any activity or event taking place at the leased property because of an individual's race, religion, creed, sex, national origin or disability.

K.) At anytime violations of the regulations occur, the Commission or City of Keokuk may terminate the event. No refunds of fees or deposits will be made.