



Anita Community Center
Anita, Iowa 50020
Rental Contract and Rules

Thank you for renting the Anita Community Center. Please find enclosed the contract and rules for the use of the community center. You can either drop off or mail your completed contract to the Anita City Hall. Please enclose **two separate checks** made out to the “**City of Anita**” with your contract: one check for the rental fee and one for the deposit.

On the day before your event, contact the city clerk during business hours at the Anita City Hall for your entry code.

You will only have access to the community center on the day of your event. Access before or after this period requires additional payment.

If you have any questions, please let us know.

Please make sure you include the following with your rental contract.

- One check made out to the City of Anita for rental fee
- One check (separate one) made out to the City of Anita for deposit fee
- Signed rental contract

Capacity: 200 people

12- Round tables (5'), 10- Rectangle tables (30"x96"), and 100 stacking chairs.

Kitchen Supplies:

2 stoves, microwave, cooler, freezer, 2-100 cup coffee makers, 10 cup coffee maker, 2 beverage coolers with spout, punch bowl, silverware for 300, 50 serving trays, cooking utensils, 10 water pitchers, and 10 thermal coffee carafes.

Anita Community Center
PO Box 246
Anita, IA 50020

cityofanita@midlands.net

Ph (712) 762-3746

Monday – Thursday: 7:00 AM – 3:30 PM

Friday: 7:00 AM – 12:00 PM



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City of Anita Building Rental Agreement
Make checks payable to the "City of Anita."

Rates effective as of July 1, 2023

- Business/Commercial Rate \$ 300.00 deposit \$300.00 (Price for one day)
- Standard Rate \$ 100.00 deposit \$100.00 (Price for one day)
- Lost Key \$ 100.00

Please make out 2 checks. Deposit to be returned after facility is inspected.

Undersigned agrees to the following:

YOU ONLY ARE TO ACCESS THE COMMUNITY ON THE DAY OF YOUR EVENT.

Access before or after this period requires additional payment.

- No smoking
- No nails, tacks, or pins are allowed on the walls, woodwork, or ceiling.
- No ceiling decorations near the ceiling fans.
- No pets
- Do not block any of the fire exits.

CLEANUP RESPONSIBILITIES (TO BE COMPLETED ON THE DAY OF USE)

- Trash: Bag all trash and place it in the dumpsters by the fire station.
- Floors: Sweep and mop all floors.
- Restrooms: Clean and sanitize restrooms.
- Tables & Chairs: Wipe down and return all tables and chairs to their original positions.
- Kitchen: Clean all stoves, refrigerators, freezers, sinks, and countertops.
- Security: Lock all doors and return the key to the lockbox found on the front of the building.

Any damages to the facility or equipment will be paid by the rental party.
THE CITY OF ANITA IS NOT RESPONSIBLE FOR ACCIDENTS ON THE PROPERTY.

Signature of Responsible Party _____

Printed Name of Responsible Party _____

Phone: _____ Address: _____

City/State/Zip: _____ Email Address _____

Date of Event: _____ Purpose of the Event: _____

Date Rent Paid _____ Rent Amount _____ CK/RCP# _____

Date Deposit Paid _____ Deposit Amount _____ CK/RCP# _____

Deposit Refunded Y N Amount _____ Date issued/CK Returned _____