

GRAND VIKING HALL
504 BROAD STREET
STORY CITY, IA 50248
515-733-2121

Grand Viking Hall is located on the 2nd floor of City Hall. There are approximately 25 long tables and 90 chairs, located in the West end of the main room. Nothing is left set up. There is a coffee pot, microwave, stove and refrigerator. There are also dishes, utensils and pans. This space is shared with our Youth Dance Program and that equipment is housed on the east end of the space and **CANNOT BE MOVED. The use of alcoholic beverages in Viking Hall are prohibited.**

Rentals of the facility are available **Friday 4 p.m. through Sunday evening.** Weekday rentals are **not available** except for business meetings or civic organizations. This will be determined on a case by case basis. **Call City Hall to make your reservation.**

Rental Fees are \$100 per day for the business rate and for weekend rentals. Civic and Church Organizations may rent the facility at the reduced rate of \$25.

Rental fees are **NON-REFUNDABLE**, however, you may call City Hall to change the date of your reservation in the event of significant changes to your plans if you contact City Hall within 10 business days of *making* your reservation. This will be approved on a case by case basis. If approved, you will have one year to use the changed reservation.

A Deposit check to be paid at the time of key pick up in the amount of \$100.00, must be paid when renting Viking Hall. Your deposit check will be returned within seven days after **a satisfactory inspection** of the facility by the park staff and the return of all keys have been verified. A portion or the entire deposit may be withheld if the facility does not pass inspection. The deposit is to be paid with a check as a separate payment from the rental fee so that the deposit may be easily returned by mail.

Entry can be made from the north through the main City Hall front doors. They lead to the elevator. Handicap ramp access is located on the south side of the building and also leads to the elevator. The door on the west leads to the stairway to the second floor.

Keys can be picked up as early as two days before the rental by coming to City Hall during normal hours of operation, M-F 8:00 to 4:30. Please lock the doors after your rental and place the key in the Depository drop box at the front of City Hall.

Parking: During the week, Monday- Friday, please do not use Broad Street parking if possible. There are boulevards with parking spaces on the west side of City Hall. These spaces should be filled first to allow parking for City Hall business.

Lights and fans are accessed with the control panel on the wall near the open stairway. Push the bottom of the silver lock and the door will open. Check panel if wall receptacles do not work. Make sure to leave the switch labeled “Flag” on at all times and do not change any breakers marked “leave on.”

Cleaning/Expectations:

There are dish towels and dish cloths in a marked drawer. Leave dirty ones in the marked container.

- Clean all counter tops & tables
- Put tables & chairs back on the racks and place racks on the west end of the room
- Wash, dry, and put away all dishes, pans, utensils, etc. that were used.
- Remove all item from the refrigerator and wipe out
- Please leave the bag of ice in the freezer marked City Hall
- Clean stove & microwave if used
- Wipe up spills in kitchen and sweep the wood floor in the big room
- Take ALL garbage to the dumpster on the south side of the building.
- Put new bags in the trash cans
- Check bathroom before leaving (water running, stools flushed, etc.)
- There is no running allowed in Viking Hall. Violation of this rule will result in forfeiture of the deposit
- There is no smoking allowed on City Property
- The City reserves the right to refuse rental at any time

Supplies:

- Brooms & mops are stored in the women’s restrooms
- Extra paper hand towels and toilet paper can be are located on the shelves in the women’s restroom
- Garbage bags are on the cart in the kitchen
- Cleaning supplies are under the kitchen sink

Please Return All Items To The Correct Areas

VIKING HALL RESERVATION SHEET

Renter/Contact Name: _____

Address: _____ Phone: _____

Date of Rental: _____ Purpose: _____

Deposit Check Amount: _____ Key Number(s) _____

Est. Time of Arrival & Departure: _____ Est. No People _____

Non-Refundable Rental Fee Paid: _____ Date: _____

Key(s) Returned _____ Deposit Check Returned: _____

(Rental fee must be paid within five (5) business days from the date original booking date or the reservation date may be given to another interested party.)

**The undersigned, individually and as agent for the group he or she represents, agrees to indemnify and save harmless the City of Story City, Iowa, the City Council and all of the City's other elected or appointed officers, employees, delegates, agents, insurance carriers, and all of their respective successors and assigns, from and against any and all liabilities, losses, damages, judgements, costs, charges, counsel fees, and other expenses, of every nature, which may be sustained by reason of the use of Viking Hall by the undersigned or the group the undersigned represents, or any guests of same. I understand there is NO ALCOHOL permitted.

I, the undersigned, do hereby understand and agree to comply with the stated rules and regulations set forth by the Story City Parks and Recreation Department in conjunction with their facility rental policy. I take full responsibility for the care and upkeep of this facility and understand that all or a portion of my deposit may be withheld if I fail to comply with the stated rules while reserved under my name.

Signature _____ Copy to renter: Yes _____ No _____

Facility rules and Regulations to renter: (Initials) _____

(Office Use Only)

Reservation Date Requested: _____ Phone _____ Online _____

Made Initial Reservation On: _____
(No more than twelve (12) months in advance)