

FAIRVIEW LODGE RENTAL RULES AND REGULATIONS

HOURS

1. Your reservation is for the day of your rental only. You may not enter or put any items in the building the night before.
2. Reservations begin at 8:00 a.m. and may extend until to 2:00 a.m. Please allow sufficient time to cover set-up and tear down in order to stay within your rental timeline.
3. ***VIOLATION OF THE EARLY ARRIVAL/LATE DEPARTURE POLICY MAY RESULT IN A FORFEITURE OF YOUR DEPOSIT**
4. If you would like to enter the lodge prior to 8:00 a.m. and/or remain past 2:00 a.m., you must sign the **SCHEDULE EXCEPTION WAIVER** when you make your reservation online.

HOW TO RESERVE THE LODGE

1. **RESERVATIONS ARE MADE ONLINE ONLY. DO NOT CALL CITY HALL FOR FAIRVIEW LODGE RESERVATIONS. DO NOT call the GCC, this is not their facility.**
2. To make your reservation, navigate to: www.cityofstorycity.org. Click on **FACILITIES** to check availability of dates. **When you are ready to make your reservation, you must complete the form and make your payment.**
3. You must pay for your rental online with a credit/debit card or an e-check. There are fees collected by the third party payment processor, the city does not receive any of the processing fees.
4. Rentals may be made no more than 365 days in advance.
5. **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.
6. The City of Story City reserves the right to refuse rental at any time.

FEES

	<u>MON-THURS</u>	<u>FRI-SUN + HOLIDAYS</u> (INC. CHRISTMAS EVE AND NEW YEARS EVE)
RESIDENT	\$100	\$200
<i>(The resident rate is applicable only if the renter and the payer resides or owns property WITHIN the city limits.)</i>		
NON-RESIDENT	\$150	\$250
CIVIC/CHURCH RATE	\$25 and MUST POSSESS A 503C, Contact City Hall Directly	
ROLAND STORY SCHOOL	Contact City Hall Directly	

ALL RENTERS MUST PAY A \$250 DEPOSIT, NO EXCEPTIONS

DEPOSITS are to be paid by check made out to City of Story City, when the key is picked up at City Hall. Deposit checks will be returned within 7 days after the rental if the cleaning checklist has been followed as well as all rules and regulations. If City Park staff find unclean areas or violations of rules, they will take pictures of the concerning area and City Hall staff will call the renter. In this event, **Some or all of the deposit may be forfeit.**

ALCOHOL

1. Only Beer and Wine are allowed in the City Parks. A contract will be signed when you make your reservation.

CLEANING

1. Cleaner/disinfectant for the kitchen counters can be found under the sink in the kitchen. Extra trash bags are kept under the center counter.

KEYS

1. Pick up keys at City Hall (hours M 1-4:30, T-F 8-4:30), 504 Broad St., Story City, IA 50248
2. Keys are to be picked up no earlier than 2 days prior to the rental.
3. Keys must be returned in order to receive deposit and should be returned within one day after the rental.
4. Keys may be dropped off in the Depository drop box at the front of City Hall, or brought into the City Hall office.

FAIRVIEW LODGE KEYS ARE PROPERTY OF THE CITY AND SHOULD NOT BE DUPLICATED

RESTRICTIONS

- **DO NOT USE ANY ADHESIVE ON THE WALLS, CEILING, WINDOWS OR WOODWORK, ETC**-including but not limited to scotch tape, duct tape, masking tape, nails, thumb tacks, staples or any other adhesive on the interior or exterior of the building is prohibited.
- Tables and Chairs are to remain in the building at all times, they **MAY NOT** be placed outdoors or on the deck at any time.
- **DO NOT** mark or decorate the windows. Do not stand or sit on windowsills.
- There is **NO SMOKING** allowed in Fairview Lodge.
- There is **NO GLITTER OR CONFETTI ALLOWED** anywhere in the interior or the exterior of the Fairview Lodge.

In the event you need assistance or find damage at the Fairview Lodge, you may call
COLE: 515-203-0057 or JOE: 515-203-0235