

## WAVERLY CIVIC CENTER USE APPLICATION

For Office Use Only  
 Key # \_\_\_\_\_  
 Out: \_\_\_\_\_  
 In: \_\_\_\_\_

**Private Usage-** any profit-making organization (banks, businesses, etc) or a private social gathering (family reunion, graduation, retirement)

Name:		Address:	
Phone:			
Email:		Activity start and end time: _____ to _____	
Date of Use: _____	Estimated attendance: _____	Total time of use including set up and clean up: _____ to _____	

Groups are responsible for picking up a key in advance of any meeting held outside of regular office hours. A \$35.00 fee will be imposed if staff is called to open the building after hours.		<b>Private Use Fees</b>		<b>Room Deposit</b>
		<b>Reservations taken up to 6 months in advance</b>		<b>\$100 (Separate Payment)</b>
<b>ROOM(S) (please indicate room(s) needed in left column with "X")</b>		<b>4 hours</b>	<b>All day</b>	<b>\$100</b>
Waverly Room (has screen) plus Lobby		\$150	\$275	
Harmon Room		\$150	\$275	
Red Cedar Room (nearest kitchen)		\$150	\$275	
Above 3 Rooms Combined (plus Lobby)		\$150	\$275	
Kitchen (refrigerator & microwave only) Entire area or Red Cedar room only		\$10	\$10	
Council Chambers – approved by Director of Leisure Services only – No food or drink allowed.		\$150	\$275	
<b>WALLS SET UP (by staff only)</b>				
<b>AUDIO/VIDEO REQUESTS: (please indicate "X" in left column)</b>				
Cord & Remote for your laptop setup				
Microphone				
<b>ACCOMMODATIONS: (please indicate number needed in left column)</b>				
60" Round Tables (20 available)				
3' x 8' Rectangular Tables (20 available)				
3' x 6' Rectangular Tables (2 available)				
3' x 4' Rectangular Tables (2 available)				
Chairs (130 available)				
Table-Top Podium				
Coffeemaker (30 cup)				
<b>SET UP (include diagram)</b>		\$50	\$50	
<b>TAKE DOWN</b>		\$50	\$50	
<b>TOTAL DEPOSIT DUE (separate check)</b>				
<b>TOTAL FEES DUE</b>				

Payment Received: \_\_\_\_\_ Deposit Received: \_\_\_\_\_ Deposit Returned: \_\_\_\_\_

### ACKNOWLEDGEMENT & AFFIRMATION

We hereby release and forever discharge, save and hold harmless the City of Waverly, its agents and employees, from any responsibility for damage or injury which may be caused to any person or property by reason of our use of the City meeting facilities or shelter arising out of any negligent or willful act or omission of any person/entity or of any employee or agent of that person/entity to the degree such indemnification is allowed by law. I hereby affirm that the information I have provided is true and correct.

### RESPONSIBILITY STATEMENT:

I agree to ensure the building is appropriately closed, secured and in the same condition outside of normal wear and tear. Failure to adhere to this responsibility statement will result in loss of deposit. I also understand that I must pick up a key from the Leisure Services Department before my event and that there is a \$35 charge if staff has to come and open the facility.

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

**Policy – Please Read and Sign**

**Fees:**

Deposit and rental fees are due and payable at the time of room reservation. No reservation will be entered without payment accompanying this completed form. No reservation can be made more than 6 months from the current date. The Waverly Leisure Services Office (200 1<sup>st</sup> St NE) is open between 8:00 a.m. and 4:30 p.m., Monday through Friday.

**Hours Available for Rent:**

The Civic Center rooms are available for rent from 6:00 am to 12:00 am (midnight), 7 days a week based on a first-come-first-serve basis of reservations.

**Deposit and Damage:**

All groups must pay a deposit. This covers potential damages, cancellations, equipment and wall usage. Rooms will be inspected after use. If there is any damage found that is thought to be the result of misuse or lack of care, the cost for repair and staff time will be deducted from the damage deposit paid at time of reservation. Any additional costs will be billed to the user/organization. If there is no damage, the deposit check will be mailed back to the group. Please, NO GLITTER and NO TACKS IN WALLS.

**Cancellation/Refund Policy:**

If cancelled two weeks or less of the date of reservation the deposit fee will be refunded, the rental fee will NOT be funded. If cancellation is made prior to two weeks before the event, the rental fee will be refunded, the deposit will NOT be funded.

**Equipment:**

You must indicate on use agreement all information for space required, accommodations and audio-visual equipment. If this is not indicated, no tables, chairs, or equipment will be available for your group at the time of use. Your group is responsible for set up and take down of all equipment. Return room to default set up. If equipment/tables/chairs are left up, your deposit will be forfeited.

**Signage:**

You are responsible for putting up a minimum of 2 arrowed signs to direct persons attending your event/meeting.

**Supplies:**

No supplies are provided by the City other than what is indicated on the front of this form. You are responsible for bringing your own supplies, utensils, and coffee, etc.

**Message Policy:**

Only emergency calls will be paged into the meeting rooms. A phone is available in the kitchen (no long distance).

**Room Temperatures:**

Due to the large number of groups and various types of activities that take place in the Civic Center rooms, the heating/cooling system is locked in at a constant 68°. This will mean that the rooms at certain times of the day might feel a little warmer or cooler than an individual’s ideal comfort zone depending on if the system is calling for heating/cooling at the time. Meeting participants need to be made aware of this ahead of time so that they may dress accordingly by layering or bringing a jacket or sweater. Please do not ask office staff to adjust the temperature as they do not have access to the system.

**Parking:**

Parking is available in the lot on the east side of the Civic Center. Additional parking space is available on the streets surrounding the Civic Center and in the lot south of the Civic Center.

**Keys:**

For groups using the facility outside of office hours, a key must be picked up the week of the event or the Friday before if the event is over the weekend. The key should be dropped off in the supplied envelope in the drop box on the east side of the building after the event is over and building is locked up. Staff called in to open the building when the group forgets to pick up the key will be charged a \$35.00 fee prior to opening the building.

**Prohibited:**

Smoking, alcoholic beverages, persons guilty of using loud or profane language, rowdy, unruly conduct and/or disturbing others will be asked to leave. State law prohibits gambling.

**I have read, understand, and agree to the above policies:** I agree to ensure the building is appropriately closed, secured and in the same condition outside of normal wear and tear.

Failure to adhere to this responsibility statement will result in loss of deposit. The person or persons reserving the rooms must be on site throughout the entire time of use of the facility.

Signed: \_\_\_\_\_ (responsible party)

Date: \_\_\_\_\_

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Chairs Stacked    | <input type="checkbox"/> Default Table Set Up | <input type="checkbox"/> Floors Vacuumed | <input type="checkbox"/> Kitchen       |
| <input type="checkbox"/> Trash to Dumpster | <input type="checkbox"/> Lights               | <input type="checkbox"/> Coffee Maker    | <input type="checkbox"/> Miscellaneous |
| <input type="checkbox"/> Wall              | <input type="checkbox"/> Key Returned to Us   | <input type="checkbox"/> Hex Key         | <input type="checkbox"/> Damage        |

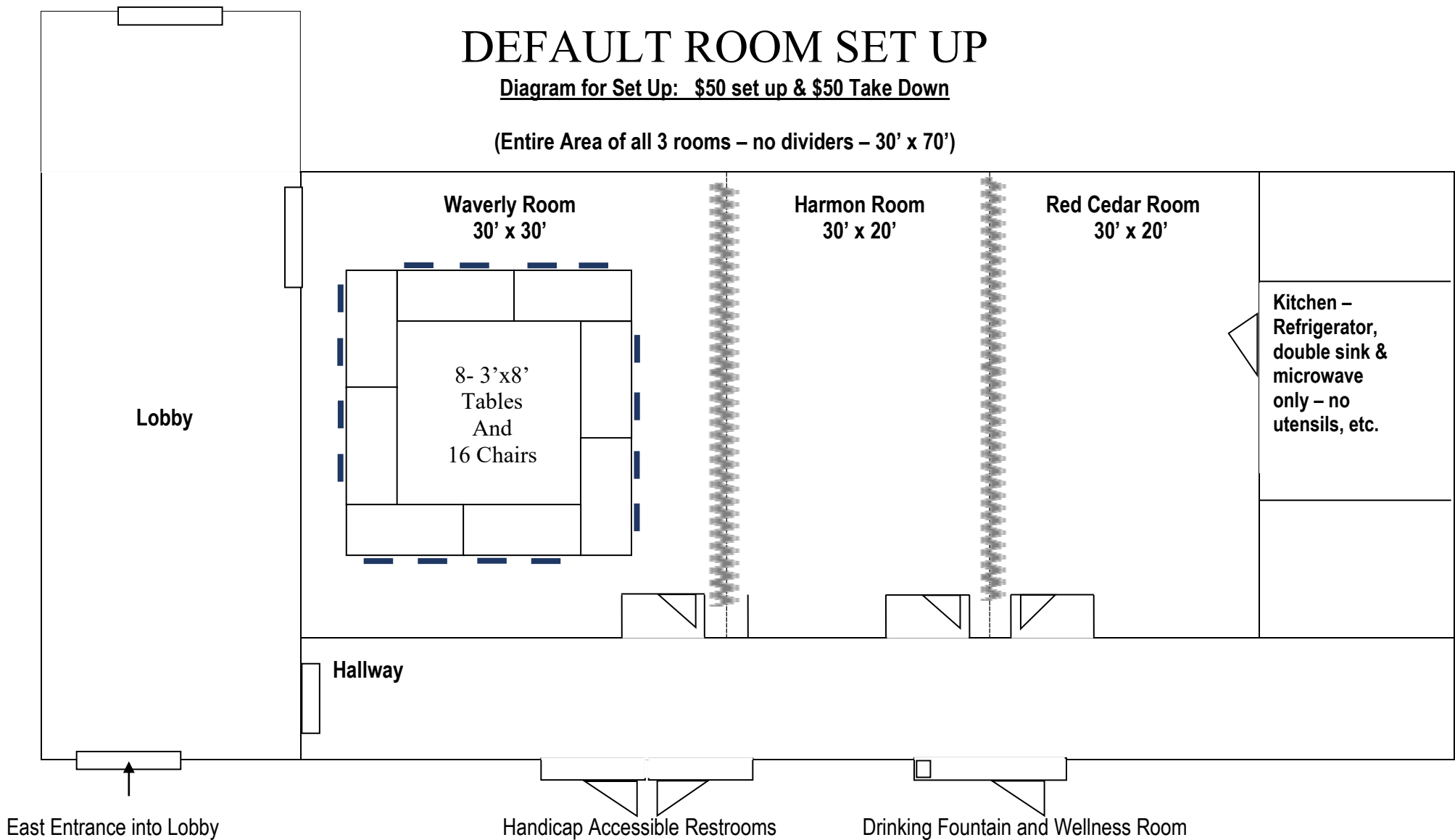
**Office Use Only  
Building Superintendent Check  
List for Damage Deposit**

**Ok to return deposit:** \_\_\_\_\_  
(Building Superintendent Signature)

# DEFAULT ROOM SET UP

Diagram for Set Up: \$50 set up & \$50 Take Down

(Entire Area of all 3 rooms – no dividers – 30' x 70')



CAPACITY					
	Size	Classroom	Round Tables	Rectangular Tables	U-Shaped
<b>Combined</b>	<b>30x70</b>	<b>120</b>	<b>96</b>	<b>128</b>	<b>48</b>
<b>Waverly</b>	<b>30x30</b>	<b>70</b>	<b>48</b>	<b>72</b>	<b>32</b>
<b>Harmon</b>	<b>20x30</b>	<b>40</b>	<b>36</b>	<b>48</b>	<b>26</b>
<b>Red Cedar</b>	<b>20x30</b>	<b>40</b>	<b>36</b>	<b>48</b>	<b>26</b>



Room Dividers can only be set up by Staff and must be requested before meeting date

# Civic Center Projector & Sound Instructions

## Projector

- Use the SONY remote to turn on the projector. Point towards the projector and push the green ON button on the top right of the remote.
- Connect laptop with HDMI cord to the black box on the wall in the Northwest corner of the room. The box is attached to the wall and has lights and an antenna. Do not plug into the wall plate with the cord.
- Drop the screen using the switch on the East wall just before the door.
- When finished with the projector, turn off by pushing the green STANDBY button on the top left of the remote.

## Sound

- The sound is controlled through a tablet kept in the Leisure Services office. It will be set to default to the wall plate, which will play sound from the laptop connected. *It will be preset for events as requested.*
- Turn on the tablet by pressing the on button on the top right of the tablet.
- On the main screen (blue) choose LISTEN
- To use sound from a laptop connection, choose WALL PLATE.
- To use sound from the microphones, make sure mic is connected to the wall mic outlet and choose MICS 123 on the screen.

**Public Internet Password:** jordancow1

**City of Waverly Civic Center Usage Fees and Capacity – Effective 3-1-10**

The Waverly Civic Center provides space to hold events and meetings. We provide table and chairs, AV equipment, and the space. It is the responsibility of every group using this facility to complete the room request form. We do not provide anything that is not on the room request form i.e. tape, scissors, phone messaging, coffee, etc. Any changes to the room request this could involve additional fees.

**Private Usage Fee – As Available –**

**Fee:** \$150.00 up to 4 hours  
 \$275.00 All Day (Set up time is available the prior evening depending on availability.)  
**Deposit:** \$100.00 (Deposit is returned upon satisfactory inspection of area used and return of key.)  
 (Rooms may be reserved up to 6 months in advance of date needed.)

**Other Charges**

**Set Up and Take Down Charges for All Groups:** The City of Waverly will set up tables and chairs for a fee of \$50.00. The City of Waverly will charge \$50.00 for tear down and clean up after the event. The maximum number tables/chairs available is designated on the reservation form. Fees must be paid in advance of room usage and a diagram of the room layout desired must also be submitted in advance.

**Kitchen:** The kitchen is available to groups reserving the combined meeting rooms or only the Red Cedar Room. The fee is \$10. The kitchen has a double sink, microwave, refrigerator/freezer, and a coffee maker.

**Walls:** The rooms have movable walls that can be set up to split the combined meeting rooms into 2 or 3 smaller areas. Only staff is allowed to set up or take down the walls. The damage deposit will be forfeited if the walls are moved by anyone other than City Staff.

**AV Equipment:** We have state of the art AV equipment indicated on the request form. This includes the screen, ceiling mounted projector, cord and remote. There is no additional charge for this equipment. There is a \$100 deposit for the use of this equipment.

**Forget to Pick Up a Key to the Building for an Off-Hour Event:** If a staff member is called in to open the building, a \$35.00 fee will be collected upon arrival at the building.

**Cancellation/Date Change/Refund Policy:** If cancelled two weeks or less of the date of reservation the deposit fee will be refunded, the rental fee will NOT be funded. If cancellation is made prior to two weeks before the event the rental fee will be refunded, the deposit will NOT be funded. If there is a warning announced (tornado, flood, winter weather) by the weather service during the time of the scheduled event, and the building is not used by the group, a full refund will be given less the check processing charge. This is not applicable in an advisory or watch situation. A new form must be completed before a reservation is changed.

**CAPACITY**

	<b>Size</b>	<b>Classroom</b>	<b>Round Tables</b>	<b>Rectangular Tables</b>	<b>U-Shaped</b>
<b>Combined</b>	<b>30x70</b>	<b>120</b>	<b>96</b>	<b>128</b>	<b>48</b>
<b>Waverly</b>	<b>30x30</b>	<b>70</b>	<b>48</b>	<b>72</b>	<b>32</b>
<b>Harmon</b>	<b>20x30</b>	<b>40</b>	<b>36</b>	<b>48</b>	<b>26</b>
<b>Red Cedar</b>	<b>20x30</b>	<b>40</b>	<b>36</b>	<b>48</b>	<b>26</b>

**WAVERLY RESTAURANTS, COFFEE SHOPS & BARS** Revised 6/2024

**Chinese**

[Asian Garden Restaurant](#)

116 E Bremer Ave  
(319) 352-5253

[East China](#)

309 W. Bremer Ave.  
(319) 483-9999

**Ice Cream**

[Dairy Queen](#)

122 4th St SW  
(319) 352-3256

[4 Queens Dairy Cream](#)

109 1<sup>st</sup> St. SW  
(319) 559-2476

**Coffee Shops**

[Scooters Coffee](#)

210 W. Bremer Ave.  
(319) 483-0071

[Get Roasted](#)

106 W. Bremer Ave.  
(319) 252-2236

[Thinkwell](#)

123 W. Bremer Ave.  
(319) 352-2458

**Bar/Restaurant**

[Beach House Bar](#)

110 E. Bremer Ave.  
(319) 483-9095

**LODGING**

**Cobblestone Inn & Suites**, 208 E. Bremer Ave., Waverly, IA 50677 Phone: (888) 693-8262

**Quality Inn**, 404 29th Ave., SW, Waverly, IA, 50677 Phone: (319) 352-0399

**Red Fox Inn**, 1900 Heritage Way, Waverly, IA 50677 Phone: (319) 559-2369

**Super 8 Motel**, 301 13th Ave., Waverly, IA 50677 Phone: (319) 352-0888

[Bremer Brewing Company](#)

102 W. Bremer Ave.  
(319) 352-9844

[Joe's Knight Hawk Restaurant](#)

1002 W Bremer Ave  
(319) 352-2862

[Other Place II](#)

821 W Bremer Ave  
(319) 352-4742

[Pokey's Speakeasy](#)

108 2<sup>nd</sup> St. NE  
319-240-6799

[Pour House](#)

111 E. Bremer Ave.  
(319) 352-2000

[Red Fox BBQ & Pizzeria](#)

1900 Heritage Way  
(319) 242-4598

[Sasquatch Jacks](#)

118 10<sup>th</sup> St. SW  
(319) 559-2444

[Wooden Foot Saloon](#)

98 E Bremer Ave  
(319) 352-9878

**Pizza**

[Casey's Pizza](#)

1032 4<sup>th</sup> St. SW  
(319) 352-1052

1313 W. Bremer Ave.

(319) 352-4613

[Z's Pizza](#)

211 W. Bremer Ave.  
(319) 559-2999

[Domino's Pizza](#)

501 W Bremer Ave  
(319) 483-9444

[Other Place II](#)

821 W Bremer Ave  
(319) 352-4742

[Pizza Ranch](#)

2020 W Bremer Ave  
(319) 352-2222

**Diners, Restaurants, Delis**

[Applebee's Neighborhood Grill](#)

2500 4th St SW  
(319) 352-9240

[Fredericks](#)

117 E Bremer Ave  
(319) 352-2455

[Hy-Vee](#)

1311 4th St SW  
(319) 352-5285

[Prairie Patio & Grill](#)

19 Eagle Ridge  
319-352-0444

[The Wild Carrot](#)

215 E. Bremer Ave  
(319) 352-2215

**Fast Food**

[Mc Donald's](#)

1203 4<sup>th</sup> St SW  
(319) 352-6977

[Burger King](#)

927 4th St SW  
(319) 352-3311

[Taco Bell](#)

2801 4<sup>th</sup> St. SW  
(319) 483-6652

[Taco John's](#)

617 W Bremer Ave  
(319) 352-5055

**Mexican**

[Tapatio](#)

1810 4<sup>th</sup> St. SW  
(319) 352-1292

[El Sol](#)

3401 East Bremer Ave  
(319) 352-4257

**Sub Sandwiches**

[Sub City](#)

311 E Bremer Ave  
(319) 352-1044

[Subway](#)

517 W Bremer Ave  
(319) 352-9014

[Jimmy Johns](#)

620 W Bremer Ave  
(319) 352-2100

**Other**

[Ignite Nutrition](#)

106 10<sup>th</sup> St. SW  
(319) 559-2290

[Kwik Star](#)

400 E Bremer Ave  
(319) 352-2115

2501 4<sup>th</sup> St. SW

(319) 352-1218

[The Den](#)

Inside Saemann Student Center  
100 Wartburg Blvd.  
319-352-8303

[The Mixing Bowl](#)

214 E. Bremer Ave.  
319-830-3562

[Waverly Area Veterans Post](#)

1300 4<sup>th</sup> St. NW  
319-483-9287

[Zesty Orange](#)

Inside the W  
100 Wartburg Blvd.

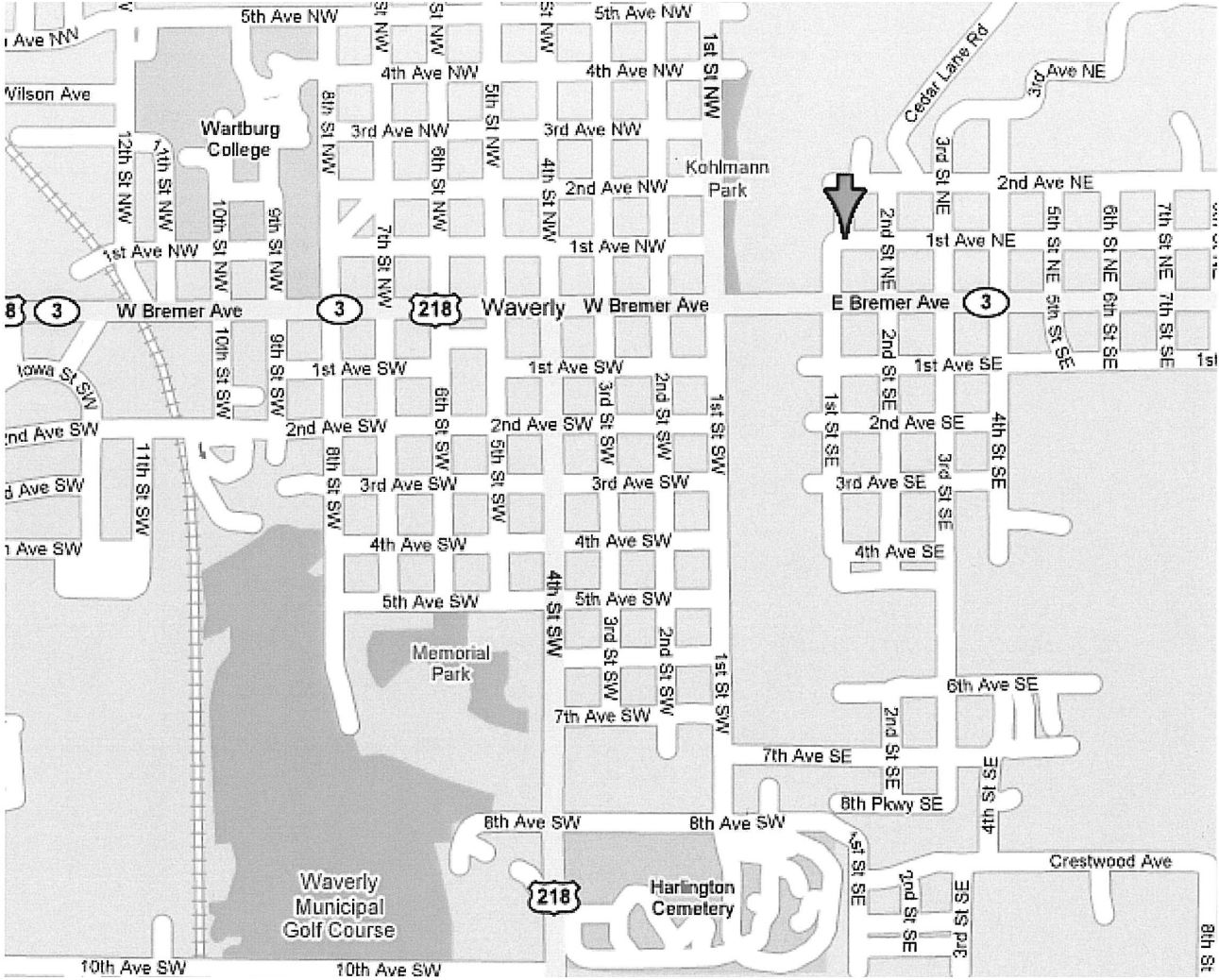
**Waverly City Hall/Civic Center**

**200 1<sup>st</sup> St. NE**

**Waverly, IA 50677**

**GPS Coordinates: N 42° 43' 38.18"**

**W 92° 28' 9.08"**



**Park in East Parking lot and enter through the East lobby doors. Meeting rooms are on the north side of the lobby.**