

AGENDA

HIAWATHA PARK & RECREATION COMMISSION

October 10, 2017

6:00pm in the Hiawatha City Hall Council Chambers

1. Call to Order - Roll Call
2. Approval of:
 - a. Agenda
 - b. Minutes of past meetings – August 8th, 2017
3. Business:
 - a. CIP/Reserve Upcoming Projects
 - b. Community Center yearly non-profit rate increase for 2018
 - c. Community Center A/V prices for non-profit renters
 - d. Community Center Price Increase for 2018
 - e. Hiawatha Kids League Request for Guthridge Park Baseball Diamonds 2018
 - f. Disc Golf Putting Project
4. Reports
 - Monthly Park and Recreation Updates

Adjourn

Hiawatha Parks and Recreation
Regular Meeting
August 8, 2017

Deb Theis called the meeting to order at 6:36p.m. in the Hiawatha Council Chambers. Present: Dan Wilkes, Deb Theis, Dawn Ewoldt Absent: Dan Gogel and Brandon Lynch Employees: Kelly Willadsen, Parks and Recreation Director, Ambyr Young, Administrative Coordinator. Guests: Dan Hoffman.

Motion by Dan Wilkes, second by Dawn Ewoldt to approve the August 8, 2017 agenda as amended.

Motion carried. Motion by Dan Wilkes, second by Dawn Ewoldt to approve the minutes of June 13, 2017.

Motion carried.

Approval for Kona Ice to attend August 13th pavilion rental- On Sunday, August 13th Cathy Muller, would like to have Kona Ice come to the Teal Pavilion at Clark Park for her daughter's fourth Birthday party. They will arrive at 11:30am and leave by noon. This will only be for her invited guests at her rental. Kona understands our City policy and we have never had issues with them.

Motion by Dan Wilkes, second by Dawn Ewoldt to approve Kona Ice to attend August 13th Teal Pavilion rental. Motion carried.

Approval for HKL solar panel installation- The Hiawatha Kids League is seeking permission to install a green energy producing alternative; solar panels atop the Guthridge Park concession stand. These 2 or 3 solar panels (3.5' x 5.5') would offset the energy consumption and would produce the most solar power if mounted onto the roof section facing the south; this has 200 gross square feet of area or 75 square feet of viable set back square feet. The solar panels need to be in proximity to the concession stand meter.

The solar system would produce approximately 1160 watts or 1.16 KW (\$200) per year and the HKL energy consumption averages 5.5 KWH each season or (\$500). The offset would be captured with a bi-directional meter provided by Alliant Energy; the meter would spin in the opposite (favorable) direction when energy was being produced by the solar panels.

Moxie Solar from North Liberty, Iowa would conduct the installation with certified contractors and electricians. Total cost would be under \$4000, HKL intends to pay for the installation and maintenance of the solar system with City guidance. Hiawatha Kids League has earned a Green Communities grant for \$2500 and would pay for the balance of the installation with budgeted funds for special projects. Moxie Solar would initiate a contract with the City of Hiawatha and abide to all the necessary codes and installation requirements for proper mechanical and electrical functionality. Desired installation would be for the fall of 2017. Before install the City will need to remove the maple tree in front of the concession stand for safety purposes so that kids cannot climb on the roof moving forward. There will be a tree replanted after construction.

The Solar Panel would demonstrate to the youth and families of the league the benefits of green energy alternatives and how solar energy is converted into useful applications in the concession stand. The solar

panels have a life span of over 20 years and would help HKL defray the cost and use of traditional energy for year to come.

Kelly, Kim Downs, Patrick Parsley (Community Development) and Mark Parmenter (City Attorney) met with Chris Richards who is the head of project to discuss moving forward and making sure all permits and necessary guidelines are met by the Park and Rec and Community Development departments. Mark Parmenter included a draft that explains the partnership and what is expected of Hiawatha Kids League moving forward. Hiawatha Kids League will be responsible for maintaining the panels once they are placed on the facility. I am asking for a recommendation to council to move forward with the construction of this project. Hiawatha Kids League has done great things for our community. With your approval, this will go to City Council at the August 16th meeting.

Motion made by Dawn Ewoldt, second by Dan Wilkes to recommend to council to approve the installation of solar panel at Guthridge Park. Motion carried.

End of year report- Included all the accomplishments of the fiscal year 2017.

Reports:

- **Yoga in the Park:** Yoga will take place again before the Farmers Market at 10am on the First Sunday of the month in August and September. We had a great turnout in July and hope to continue a strong following.
- **Hiawatha Adventure Camp:** Hiawatha Adventure Camp is on their last week of camp! We have had a successful year and can't thank our staff enough for all their hard work and dedication to the kids. We had a full camp this year with 50 kids in both sessions. We will be looking at price adjustments for 2018 to make sure all our expenses are covered. Thank you to our Friends Foundation for assisting with program supplies and field trip expenses.
- **Fun Fest 2017: August 25-26th, 2017.** We need volunteers! Please gather your family and friends and donate a bit of our time to our community celebration! Koozies are going to be handed out at upcoming events to help market the occasion! We need help at the Kids Tractor Pull, Euro Bungee and kids activities. Let us know where you would like to help!
- **Tennis:** Session two has wrapped up and the final session of the year is in full swing. Two tots are learning the basics on Wednesdays from 4 to 4:45pm.
- **Blastball:** Blastball was extended an extra week after the Iowa weather through the teams a bone crushing curve ball and cancelled several of their scrimmages. No pinch hitters here, these three to five-year old's were at bat and ready to hit their very first dingers. Blastball is brought to the community by World Class Industries.

- **Movies under the Moon:** July 21st movie in the park was cancelled due to the crazy summer weather. We were unable to reschedule due to the equipment rental but will be ready for our next movie showing August 25th!
- **Kids Movie Night:** You know it's fall when Kids Movie Nights are back in the Community Center! Our first one of the season will take place September 8th at 6:30pm. The movie is yet to be determined.
- **Weekday Farmers Market:** We have chosen to cancel the weekday Farmers Market this year due to a long Hiawatha Kids League season and road construction in front of City Hall. We have made many changes to the Sunday market this year and will be waiting to see what location is best for the weekday market for 2018. Some suggestions were made for the current market such as no parking on one side of 10th Ave and to move the Handicap spots to the right of where they are currently
- **HiBRAI:** Join us for the 15th Annual Hiawatha Bike Ride Around Iowa (HiBRAI) August 19 – 20! This 55-mile, intermediate bike ride will take us from Hiawatha south for an overnight stay at *Riverside Casino & Golf Resort*. HiBRAI has received a special rate for this event of \$89.95 King or Double (usually **\$169.95**)!!! **Don't miss out on this fun-filled charity ride to benefit the Friends of Hiawatha Parks and Recreation, a non-profit organization that supports children's programs and park updates offered by the Hiawatha Parks and Recreation Department.** Fully stocked rest stops will be frequent along this scenic route with snacks and lunches provided by many local sponsors and poolside happy hour upon arrival at the casino. The registration fee is \$45/person, late registration is \$60 after August 5th.
- **Music in the Park:** Bring your coolers and lawn chairs and enjoy the evening with family and friends at Hiawatha's Music in the Park! Concerts are from 6-9 and held at Guthridge Park. Concerts are sponsored by University of Iowa Community Credit Union.
- **Touch a Truck:** August 4th from 4pm to 6pm in the Guthridge Park parking lot. This community event provides families with the opportunity to learn about and explore trucks, construction vehicles, and public safety equipment that they know and love! Kids of all ages will climb, run around, sit in and even honk horns of many types of trucks and vehicles! Please bring a nonperishable food donation to help support HACAP!
- **NFL Punt Pass Kick:** Cancelled.
- **Fall Yoga:** We are going to continue to offer Gentle Yoga in the Community Center at 6pm on September 5th and 12th, October 3rd and 17th, November 14th and 21st and December 5th. Classes are \$10 drop in or 5 classes for \$40. September 5th, you are welcome to bring a friend with your paid registration! All fee and registration collections will be done by the instructor, Kayla Davis, to avoid in and out funds through Hiawatha's system.
- **Fall Soccer:** Fall soccer prepares players for organized soccer in a fun, non-competitive environment. Children will learn dribbling, kicking, passing, agility, teamwork and sportsmanship. Dates are September 12th through October 5th on Tuesdays and Thursdays from 6:30 to 7:15pm. Fall Soccer is sponsored by First Federal Credit Union.

- **Iowa State Fair:** Tickets are still available! Join the Friends of Hiawatha Parks and Recreation Foundation for a trip to the world famous Iowa State Fair. A proud tradition since 1854, the Iowa State Fair is included in the New York Times bestseller, 1000 Places to See Before You Die, and was the inspiration for the novel, State Fair, three motion pictures and a Broadway musical. Experience nearly 200 mouthwatering food choices, the famous Butter Cow, fabulous free entertainment and plenty of blue-ribbon competition. Fee: \$30.00 per person includes Fair Ticket and Transportation Register online at <https://www.eventbrite.com/e/iowa-state-fair-charter-trip-tickets-35975360271> or by cash or checks at Hiawatha City Hall. Checks can be made out to the Hiawatha Parks and Recreation Friends Foundation. If under 18, must be accompanied by an adult.

Pick-up/Drop off Location: Bus departs from Hiawatha City Hall at 8:00am and will return from Des Moines at 7:00pm

Motion by Dawn Ewoldt, second by Dan Gogel, to adjourn at 7:05 p.m. Motion carried.

Deb Theis, Chairperson

ATTEST: Kelly Willadsen, Parks and Recreation Director

Hiawatha Parks and Recreation



Business:

CIP/Reserve Projects in the upcoming years: Below you will see a list of CIP/Reserve projects over the next four years. I would like to bring these to you so you are aware and see if you believe any projects should be added or taken away.

FY 18	July 1, 2017 - June 30, 2018
Vehicles/Equipment	Scheduled replacement cost for 2009 F250 Ford #310 - Waiting on
Vehicles/Equipment	Scheduled replacement cost for 2009 Landpride Flex Mower (Batwing)- Done
Vehicles/Equipment	#360 Turg Tiger 840LH (Scag) at \$13,600 - Done
Land for Park in NW Territory	Land Acquisition for NW territory 37.8 acres with CR Schools cost ~940,000.00 CIP for \$700,000.00
Dog Park	Dave Wright Partnership to construct dog park in swaps for land- Still in process \$90,000
Park Security Cameras	Surveillance Cameras/All Parks ~\$5,000.00- Waiting on
Clark, Guthridge and Tucker Park	Trail Pedestal Lighting \$160,000.00- Working with Vanmeter
Guthridge Park Trail Resurfacing	Middle trail and area next to tennis courts is uneven and cracking, would need to add layer to existing before resealing trail ~\$12,000
Guthridge and Tucker Park Seal Coating of lots and trails	Maintenance done every 5 years last done in FY13. Will renumber farmers market # and handicap stalls. 18,000.00 LOST
FY19	July 1, 2018 - June 30, 2019
Splash Pad Resurfacing	Scheduled replacement for Guthridge and Tucker Park Splash Pads
Vehicles/Equipment	#350 Turf Tiger 840LH (Scag)
Operations/Area Improvements	Boyson Rd. CIP Phase 2 12th Ave to N. Center Point Rd (bridge) \$710,338
Guthridge Park Basketball Replacement	Resurfacing for the safety of our users, pulverized and resurfaced. \$40,000
NW Park Playground	Playground equipment, wood fiber safety surface, delivery and installation. Boland Recreation \$100,000
Wickiup Trail	Trail project with CR and County from Boyson rd intersection to Tower Terrace Rd then to Wickiup learning center. \$100,000.00
FY20	July 1, 2019 - June 30, 2020
Operations/Area Improvements	Dry Creek Trail (phase 1) New PCC trail on west side of Dry Creek- Cost \$425,000.00
NW Territory Lodge	Lodge/Event Center for over 300 in NW Territory Park \$465,000.00
Ice Rink	Guthridge/NW area - ~25,000.00
Clark Park Seal Coating for Lot and Trail	Preserve asphalt, on rotation every 5 years. Last completed in FY15
NW Territory Amenities (Park)	Soccer Fields, Ball Diamonds, Tennis Courts, Bleachers \$219,000.00
FY21	July 1, 2020 - June 30, 2021
Vehicles/Equipment	#330 Ford F-250 Pickup Truck (Ted) estimated replacement cost \$28,000
NW Park Trail	1 mile trail in NW park ~200,000.00
NW Park Trail Lighting	Lighting around trail \$100,000.00
Ice Rink	NW Territory park amenity \$25,000
Skate Park	Skate park in NW Territory or Guthridge Park \$80,000.00

Community Center yearly non-profit rate increase for 2018: Nonprofit yearly rentals have not had an increase in over 5 years. Right now, they pay \$300 for a 12-month calendar year, which allows them to rent once a month.

This brings the price to \$25.00 per rental. We would like to increase the fee by \$120 a year bringing the yearly rate to \$420 and \$35 per rental. This will keep us very comparable to other Cities our size yet help us keep up with the maintenance costs as the center continues to get older. I would like your approval to increase the rates and make this effective January 1, 2018.

Community Center A/V prices for non-profit renters: The City has never had an A/V fee adjustment for nonprofit rentals. We recently had a request from a non-profit group asking if we have a discount for the system during their calendar year meetings. We don't have many groups that ask for it but decided to put a plan in place in case we get more non-profits asking. We usually charge a rate of \$40 for the equipment (system, microphones, projectors, connection cords), we would like to give them a 50% off discount making the rental fee \$20.00. This would go into effect starting January 1, 2018 when the rest of the contracts are updated.

Community Center Price Increase for 2018: With the Community Center continuing to get rented every weekend we would like to increase the rental rate for 2018. Since we added the non-resident rate we have not seen a decrease in rentals but an increase from the surrounding cities. Over 2016-2017 we had 377 rentals total, 86 out of Hiawatha, 210 from Cedar Rapids, 27 out of Marion and 54 from surrounding cities. With that said we would like to increase the non-resident and resident fee \$25.00 to make the costs for the facility as stated below:

Resident: \$175 per rental/\$250 all day

Non-Resident: \$200 per rental/\$275 all day

We don't believe this will affect our rentals, it will help us stay average in price compared to other cities our size and the amenities we offer. This would go into effect January 1, 2018.

Hiawatha Kids League Request for Guthridge Park Baseball Diamonds 2018:

Please see the request from HKL chairman Scott Fisher for Guthridge Park ball diamonds. All of these dates requested work based off of our City schedule.

Disc Golf Putting Project: A Clark Park disc golf user would like to add a basket to the disc golf course. This basket would be near the pavilion and trail in between holes 17 & 18 at the top of the hill. This basket would be used as a practice area for putting and can be used to play "around the world" or "pig". Purposed there would be 18 markers around the basket to throw from but after meeting with a few of the disc golf leaders, they thought 9 markers would be efficient enough since there are the same lengths on some of the sides. Each of the markers would be cemented in with numbers associated with each one. These markers would be level with the ground for mowing purposes. The project would be funded by the disc golf users (\$500.00-700.00) as well as installed with the approval from the board and of Parks staff. There is only one other putting area in Iowa that is located in Ames. These are largely used in Colorado and California for avid disc golf users. (diagrams attached)

Reports:

- **Fall Festival** – Big things are happening at this year's Fall Festival! Trick or treating at vendor tables, arts and crafts, coloring contest by Awaken Family Chiropractic, bounce house sponsored by Farmers State Bank, Prestige Dance performance at noon, Costume Contest at 12:30pm and New Horizons Band at 1pm. We do need volunteers for this event and would appreciate your assistance. This event runs from 11-2pm at the last farmers market in Guthridge Park.

- **Cork and Craft** - Here's a great idea for a girls night in... Cork and Craft Pinterest party! It's a fun way to get friends together to eat, gab, and craft. Who doesn't love Pinterest? And who doesn't pin crafts they'll probably never make? Well, here's a way to fix that!

Reserve November 6 for a night of fun. Lead by Laura Himschoot, we'll work together to make a wreath that you can keep for your own or give as a gift. We'll provide all the supplies and clean up the mess! You just need to pre-register and show up. Space is limited, so gather your friends and register today! BYOB! Monday, November 6th from 6pm to 9pm in the Hiawatha Community Center. \$25.00 fee.

- **Kids Movie Night:** November 10th is our last Kids Movie Night of the year – and possibly ever. Cars 3 will start at 6:30 in the Community Center with free popcorn and juice for families in attendance. Kelly and Ambyr are considering not continuing Kids Movie Night in 2018. With many free movies in a three-block vicinity with many repeating the same movie, it's not worth the dollars if we are all offering programs for the same population. For example, we will be showing Cars 3 on November 10th and Hiawatha Library will be showing Cars 3 on November 17th. Taking all of the above into consideration, we'd appreciate your help with the showing of Cars 3. This way you can get a feel for how our event operates and be able to have an opinion on whether to continue with the event or not. It should be a big crowd so please come if you are able! We did meet with the library the last week of September to discuss multiple events. They would like to continue offering their movies.
- **Letters from Santa** - Add a little magic to the season and receive a letter from Santa, mailed directly to your child. Santa will write a letter to your child in an easy to read format. The letter will be mailed directly from Santa's workshop so your child will be overjoyed to see his/her name on the envelope with Santa's name and address in the corner. Santa would love to write to your children, grandchildren, nieces or nephews no matter where they live! So, let the elves know if you would like to receive a letter this year! November 13th through December 18th Fee \$3.00
- **Dance Club Cardio** - Back In Line Family Chiropractic and Wellness P.C. and Dance Club Cardio are teaming up again for a FREE event at the Hiawatha Community Center! Are you looking for a great way to burn over 700 calories and have fun while doing it? Get your groove on with licensed fitness instructors Alicia Anderson & Ashley Grabe as they combine cardio, dance, and strengthening exercises for a heart-pumping workout all set to your favorite songs! Bring a towel, water bottle, and come prepared to shake what your mama gave ya! All ages, sizes, and fitness levels are welcome to join! Sponsored by Back in Line Chiropractic and Wellness. Thursday, October 12th at 6pm.
- **Fall Yoga:** We are going to continue to offer Gentle Yoga in the Community Center at 6pm on October 17th, November 14th and 21st and December 5th. Classes are \$10 drop in or 5 classes for \$40.
- **Fall Soccer:** Fall soccer ends Thursday, October 5th. It's been a great season!
- **Farmers Market:** The last farmers market will be October 29th. We will be handing out surveys to get feedback from the vendors and also look to see how the structure is going (time, season, setup, etc.). Thank you Dawn for doing such a great job this year while change for some has been an adjustment. We appreciate all your help and assistance!
- **Yoga sponsored by Back In Line** – Back in Line has graciously offered to sponsor yoga by Fusion Studio on November 8th from 6:30 to 7:30pm in the Hiawatha Community Center. Come get your zen on!
- **Sponsorships:** Ambyr and Kelly are working on obtaining sponsors from local businesses for 2018's programs and events. They're also looking for sponsors for the back of the brochure at \$100 a business card. If you know of a business that would be interested please let us know!

Parks:

- Parks will be closing the last week of October. Guthridge Park will stay open until the last Farmers Market. Port O Johns will be delivered the first week in November for Guthridge and Clark Park.

- We are doing the last mowing, aerating and fertilizing on city grounds.
- Ted Olson, park maintenance, stripped and waxed the Community Center floor October 3-4th. We try to get this done at least two times a year to keep the facility in good shape. This process takes two full days to complete.
- As of right now the dog park partnership with Dave Wright and Linn County is on hold. Kainz Park and the detention basin next to the Cedar Valley Trail were granted to the City in 1992 by Linn County for \$1.00. Restrictions on the land require the properties to remain used for public purpose. The original plan was for the City to sell the land (interest by Dave Wright) and purchase the land area from Dave Wright to construct a dog park which he would help develop donating \$90,000. With Linn County not wanting us to sell the land, and because it needs to stay a public purpose we are on hold with the project. Dave Wright will not complete this project if he can't purchase the Kainz Park and detention basin.

Hiawatha Community Center Yearly Use Agreement for Non- Profit Organization

Non- profit organizations will be allowed to use the Community Center once a month. Organizations will be allowed to reserve the center the weekdays of Monday through Thursday from 3:30 to 11pm or Sunday 5pm to 11pm.

Name of responsible person _____

Address _____ Phone # _____

E-mail address _____

Non-Profit ID# (required) _____

Organization represented _____ Number of members _____

Reason for Using _____
(Contract void if utilized for means other than specified)

Dates to be reserved:

Times to use the facility (must be between 3:30pm and 11:00pm Mon - Fri): _____ to _____

Will this event be a surprise? Yes No

Will there be any entertainment and/or music planned? Yes No

Will alcohol be served? Yes No

*If yes, you must provide Proof of Insurance as required on the Hold Harmless/Indemnification Agreement.

Has, or will, this event be advertised and/or announced publicly in any way? Yes No

If yes, please attach a copy of the advertisement/announcement and list all places where it will be circulated and/or posted:

Yearly fee: **\$400.00**

Audio Visual: **\$20.00 per use**

Deposit (refundable with acceptable inspection): **\$200.00 by check only**

The City of Hiawatha requires an in-kind contribution for yearly use agreements. This in-kind contribution can be the monetary donation, a donation of time to improve the Community Center, or a donation of equipment for the Community Center use. Please state which in-kind contribution your group is interested in doing:

I hereby agree to follow all Hiawatha Community Center Rules and Regulations and acknowledge receipt of a copy of said rules. I hereby acknowledge that if I should need to cancel I need to do so within 48 hours of reserved date. I acknowledge that I am the individual responsible for the care and maintenance of the Community Center during the period of use for which it is being rented. I agree to indemnify and reimburse the City of Hiawatha for any and all damages resulting to City property from the use of the Community Center, normal wear and tear expected. I understand that failure to abide by the provisions, in the rental agreement and or on the clean-up checklist will result in the loss of my groups privilege to use the community center free of charge.

I further understand that the City of Hiawatha reserves the right, in its sole discretion , to unilaterally cancel and /or revoke this rental agreement and /or to terminate the planned / use event in progress, for any reason, including but not limited to: if utilization is for purposes other than that disclosed herein: or if inaccurate information is disclosed herein: or if the use/event is deemed hazardous to the public health, safety or welfare: or for noncompliance with any applicable Hiawatha City Ordinance or State or Federal laws and regulations.

_____/_____/_____
Signature of Renter Date

_____/_____/_____
Approved by

Community Center keys must be picked up by 4pm at Hiawatha City Hall on the Friday prior to your weekend rental or last day of the scheduled work week if near an observed holiday. Please call Hiawatha City Hall at 393-1515 for holiday operating hours to arrange pick up. Any rentals that do not arrive on time to pick up their rental keys will be charged a \$50 dollar fee taken out of there deposit for city staff time. Community Center keys shall be returned to City Hall within 48 hours following the event.

_____ Initial to acknowledge key pickup policy

Hold Harmless/Indemnification Agreement

This Hold Harmless/Indemnification Agreement (the "Agreement") is made this _____ day of _____, _____, between _____
Month Year

_____, _____
Name Address

_____, _____, _____
City State Zip Code

(Hereinafter referred to as "Renter") and the City of Hiawatha, an Iowa Municipality (hereinafter referred to as "City")
In consideration for the use of the Hiawatha Community Center as permitted by the City of Hiawatha by the undersigned,
the parties hereby agree as follows:

1. Renter will not serve alcoholic beverages to any minor in violation of Iowa Law. Alcoholic beverages will not be served in conjunction with the use of the Hiawatha Community Center unless, and until, the Renter has provided the City with proof of liability insurance in the amount of at least \$ 300,000.00.
2. The Renter agrees to indemnify, defend and hold harmless the City, its officers, agents, and employees from and against any and all claims, damages, losses, liabilities, judgments and expenses, of whatever nature, including reasonable attorney fees arising from, during or in conjunction with the Renter's use of the Hiawatha Community Center, of which may be caused in whole or in part by any act or omission of the Renter, or by any agent or employee of the Renter.
3. The Renter agrees to indemnify, defend and hold harmless the City, its officers, agents, and employees from and against any and all claims, damages, losses, liabilities, judgments, and expenses of whatever nature, including reasonable attorney fees, arising from, during or in conjunction with the Renter's service of alcoholic beverages on the Hiawatha Community Center premises during, or in conjunction with the Renter's its use of the said Community Center.
4. The Renter further agrees to indemnify and reimburse the City for any and all damages resulting to City property from the Renter's use of the Hiawatha Community Center premises, normal wear and tear excepted.
5. The Renter agrees that its use of City property as contemplated in this Agreement will be in compliance with all applicable City ordinances, State and Federal laws and regulations.
6. Should it become necessary for the City or someone on their behalf to incur costs and expenses to retain the services of an attorney to enforce this Agreement or any portion hereof, or to present a defense to claims arising from the situations identified above, the undersigned agrees to pay the City all costs and attorney fees hereby expended or for which liability is incurred.
7. The City reserves, and the Renter recognizes and accepts, the City's absolute right to terminate usage of any City facility including, but not limited to the Hiawatha Community Center at any time if any violation of this Agreement or City rules and/or procedures for such use are violated.
8. In compliance with Iowa Code §123.95, the Renter agrees they will not serve alcoholic beverages, other than beer and wine, in the Hiawatha Community Center, without first receiving a State of Iowa Liquor Permit. The Renter further understands that the City of Hiawatha will not permit the serving of any alcoholic beverage, other than beer and wine, until and unless the City of Hiawatha receives notification from the State of Iowa that a Liquor License has been approved.
9. The undersigned, signing on behalf of _____ (Organization), is empowered by said entity and by the authority of its Board of Directors, if applicable, to bind said Renter to the terms and conditions of this Agreement.

_____/_____/_____
Signature of Renter Date

_____/_____/_____
Approved by Date

HIAWATHA COMMUNITY CENTER RULES & REGULATIONS

1. You must be 21 years of age or older to rent the Community Center. There must be a responsible adult age 21 or over in charge of the event and present at all times during the rental period for activities involving minors.
2. The Community Center rental time for weekdays is from 3:30 p.m. to 11:00 pm and weekends from 7:00 a.m. to 4:00 pm and from 5:00 pm to 11:00 p.m. It is against community center rules to enter the community center before your rental time or to stay later than your rental time. Being in the community center outside your rental time can result in loss of your damage deposit.
3. A \$50.00 cancellation fee will be withheld from all cancellations. No refund will be issued if cancellation occurs with less than 72 hours advance notice. You will be allowed to change your rental date one time if the date is available. If you have to change it more than once a \$25.00 fee will be charged.
4. The lobby of City Hall is not part of the rental area. No one should be using the lobby or using the city hall doors for entrance or exit. Only the community center entrance should be used.
5. Each group is responsible for orderly conduct and must leave the Community Center in the same order as it was before their use. Renter is responsible for sweeping, mopping, cleaning the kitchen, and emptying garbage into the garbage chute before leaving the Community Center (see Clean Up Checklist). The Community Center belongs to the Community. You will be expected to return it in the same condition that you find it prior to your rental.
6. Community Center Rental Agreement and Hold Harmless/Indemnification Agreement forms must be completed and rental fee paid before a reservation is considered valid. Use of the Center by any one group/person will be limited to once a month. Recurrent monthly rentals by one group/person will be restricted to Monday through Thursday. (Resolution #93-40).
7. Any damages done to the building, including any plumbing problems arising from your use of the building, will be charged to you.
8. The City of Hiawatha's noise ordinance will be enforced by the police department.
9. No alcoholic beverages will be allowed except when a Hold Harmless/Indemnification Agreement is signed by the user and proof of insurance is provided as required (declaration page of homeowners or renters insurance policy) by said Agreement. Beer and wine are the only alcoholic liquors allowed without a State of Iowa Liquor License. (Iowa Code §123.95)
10. The Community Center may not be used for sectarian or religious worship. (Resolution #86-164)
11. Animals are prohibited from the inside premises of the Community Center with the exception of guide dogs or Seeing Eye dogs. (Resolution #87-136)
12. Do not take anything belonging to the Community Center. Inventory will be taken and the responsible individual will be charged for missing items. Equipment belonging to the City will not be loaned out of the building.
13. The Community Center is **NOT** responsible for lost, damaged or stolen personal items during your rental period.
14. Concert rentals after 5:00 p.m. will have a City of Hiawatha Police Officer present at the expense of the renter for a rate of \$20.00 per hour in cash. (Resolution #02-85)
15. If the deposit is withheld because of the renter's maliciousness or negligence the renter is barred from renting the Community Center again. (Resolution #02-85)
16. No propane tanks are allowed inside the Community Center including those used for gas grills.
17. No decorations are allowed on the Community Center walls. Decorations may be placed on tables but must leave **no** marks or residue when removed. Confetti, glitter and candles are not allowed.
18. No decorations or lights may be hung from the ceiling.

Community Center Audio Visual Rental Agreement

Name of Organization: _____

Name of person responsible for renting audio visual equipment:

Address of renter: _____ City: _____ Zip: _____

Contact Phone #: _____ Cell #: _____

Audio Visual Rentals will be charged a non refundable reservation fee of \$40.00 for any equipment used (\$20 for non-profit groups)

Reservation Date: _____ Time: _____

Equipment requested to rent:

- Microphone
- DVD
- VCR
- Power Point
- Sound System

I _____ understand that I am taking full responsibility for the rental of the Audio Visual Equipment from the City of Hiawatha. I will return the above equipment in its original condition. I understand that if the equipment is damaged that I will be charged for the cost of replacing the equipment.

Renter Signature

Date

Renter Printed Name

Date

HIAWATHA COMMUNITY CENTER RENTAL AGREEMENT

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #'s: Home: _____ Work: _____ Cell: _____

Email: _____ Date of Birth: _____

RENTERS MUST BE 21 YEARS OF AGE OR OLDER.

Rentals are required to pay the deposit fee of \$200.00.

Reservation Date: ____ / ____ / ____ 3:30 p.m. to 11:00 pm (Monday – Friday)
7:00 a.m. to 4:00 p.m. (Saturday & Sunday)
5:00 p.m. to 11:00 pm (Saturday & Sunday)

Describe in detail the specific reason/purpose for the reservation:

Will this event be a surprise? Yes No

Will there be any entertainment and/or music planned? Yes No

The Community Center does have an audio and video system that can be rented. Ask if you would like more details. If yes, describe/identify in detail the type of entertainment and/or music:

Will alcohol be served? Yes No

*If yes, you must provide Proof of Insurance as required on the Hold Harmless/Indemnification Agreement.

Total # of people expected to attend: _____

Will this event be primarily attended by persons under the age of 18? Yes No

Please note: Hiawatha Community Center Rules & Regulations requires a responsible adult, age 21 or over, be in charge of events and be present at all times during rental period for activities involving minors.

Has, or will, this event be advertised and/or announced publicly in any way? Yes No

If yes, please attach a copy of the advertisement/announcement and list all places where it will be circulated and/or posted:

(over)

I hereby agree to follow all Hiawatha Community Center Rules & Regulations and acknowledge receipt of a copy of said rules. I hereby acknowledge that if I cancel the Community Center rental a **\$50.00 cancellation fee will be withheld and no refund will be issued if I cancel within 72 hours of the function.** . These hours must also fall in the business week for the cancellation fee to apply. I acknowledge that I am the individual responsible for the care and maintenance of the Community Center during the period of use for which it is being rented. I agree to indemnify and reimburse the City of Hiawatha for any and all damages resulting to City property from the use of the Community Center, normal wear and tear excepted. I understand that there is surveillance cameras throughout the Community Center and will be held responsible. I understand that failure to abide by the provisions, in the rental agreement, Community Center Rules & Regulations, and/or on the clean-up checklist will result in the loss of my damage deposit, if applicable, and/or additional costs with a minimum \$200.00 charge. **REMINDER: HIAWATHA COMMUNITY CENTER DOES HAVE A HIGH QUALITY SURVEILLANCE SYSTEM AND WILL HAVE PROOF TO HOLD PARTIES ACCOUNTABLE FOR THEIR ACTIONS.**

I further understand that the City of Hiawatha reserves the right, in its sole discretion, to unilaterally cancel and/or revoke this rental agreement and/or to terminate the planned use/event in progress, for any reason, including but not limited to: if utilization is for purposes other than that disclosed herein; or if inaccurate information is disclosed herein; or if the use/event is deemed hazardous to the public health, safety or welfare; or for noncompliance with any applicable Hiawatha City Ordinance or State or Federal laws and regulations.

Signature of Renter

_____/_____/_____
Date

Community Center keys must be picked up by 4pm at Hiawatha City Hall on the Friday prior to your weekend rental or last day of the scheduled work week if near an observed holiday. Please call Hiawatha City Hall at 393-1515 for holiday operating hours to arrange pick up. Any rentals that do not arrive on time to pick up their rental keys will be charged a \$50 dollar fee taken out of there deposit for city staff time. Community Center keys shall be returned to City Hall within 48 hours following the event.

Initial to acknowledge key pickup policy

To use the keys, swipe the key badge across the grey box on the outside of the doors. This will unlock the doors from the outside. The key attached to the badge will be used to unlock the doors from the inside. Push in the bar of the right door and turn the key to keep doors unlocked during your event. When leaving make sure the outside double doors to the Community Center are locked. The left hand door is stationary before locking the right hand door facing the community center. Both push bars on the doors should be popped out. Community Center keys shall be returned to City Hall within 48 hours following the event. For your convenience keys may be dropped in the water department drop off box after you rental. A clean up checklist will also be provided upon key check out. City Hall regular business hours are Monday through Friday from 8:00 a.m. to 5:00 p.m.

Time Blocks: Monday through Friday: 3:30 p.m. to 11:00 p.m.
 Saturday and Sunday: 7:00 a.m. to 4:00 p.m.
 Saturday and Sunday: 5:00 p.m. to 11:00 p.m.

Rental Fees: **One Time Block (7:00a.m. to 4:00p.m. or 5:00p.m. to 11:00p.m.)**
 Hiawatha Residents: \$175.00
 Non-Residents: \$200.00
 All Day Rental (7:00a.m. to 11:00p.m.)
 Hiawatha Residents: \$250.00
 Non Residents \$275.00
 Deposit (refundable with acceptable inspection): **\$200.00+ Check**

EMERGENCY ACTIONS:

IN CASE OF FIRE...

Direct your party to leave the Community Center immediately using any of the marked emergency exits. Gather in the east parking lot. It is important to designate someone to check the restrooms for individuals before exiting and complete a head count to ensure you are not missing anyone. If you are unable to account for everyone please inform the Fire Department Staff for assistance.

IN CASE OF TORNADO...

During inclement weather, you should monitor for storm and tornado warnings. There may or may not be someone available from the city to warn you of an approaching storm. In the event of a tornado warning, direct your party to exit the Community Center through the wooden double doors to the east lobby stairwell (front stairwell) and down to the lower level restrooms and hallway for shelter (see map in Community Center). Use of elevator is not advised as a power failure may cause it to trap between floors. It is important to designate someone to check the restrooms for individuals before exiting.

MEDICAL EMERGENCY, DANGEROUS SITUATION, SUSPICIOUS PERSON

In the event of a medical emergency, call 911. There is an automated external defibrillator located just outside the wooden double doors.

FOR OFFICE USE ONLY

Rental Fee: \$ _____

Please make checks payable to City of Hiawatha

Approved

_____/_____/_____
Date

Hold Harmless/Indemnification Agreement

This Hold Harmless/Indemnification Agreement (the "Agreement") is made this _____ day of _____, _____, between _____
Month Year

Name

Address

City

State

Zip Code

(hereinafter referred to as "Renter") and the City of Hiawatha, an Iowa Municipality (hereinafter referred to as "City")

In consideration for the use of the Hiawatha Community Center as permitted by the City of Hiawatha by the undersigned, the parties, hereby agree as follows:

1. Renter will not serve alcoholic beverages to any minor in violation of Iowa Law. Alcoholic beverages will not be served in conjunction with the use of the Hiawatha Community Center unless, and until, the Renter has provided the City with proof of liability insurance.
2. The Renter agrees to indemnify, defend and hold harmless the City, its officers, agents, and employees from and against any and all claims, damages, losses, liabilities, judgments and expenses, of whatever nature, including reasonable attorney fees arising from, during or in conjunction with the Renter's use of the Hiawatha Community Center, of which may be caused in whole or in part by any act or omission of the Renter, or by any agent or employee of the Renter.
3. The Renter agrees to indemnify, defend and hold harmless the City, its officers, agents, and employees from and against any and all claims, damages, losses, liabilities, judgments, and expenses of whatever nature, including reasonable attorney fees, arising from, during or in conjunction with the Renter's service of alcoholic beverages on the Hiawatha Community Center premises during, or in conjunction with the Renter's use of the said Community Center.
4. The Renter further agrees to indemnify and reimburse the City for any and all damages resulting to City property from the Renter's use of the Hiawatha Community Center premises, normal wear and tear excepted.
5. The Renter agrees that its use of City property as contemplated in this Agreement will be in compliance with all applicable City ordinances, State and Federal laws and regulations.
6. Should it become necessary for the City or someone on their behalf to incur costs and expenses to retain the services of an attorney to enforce this Agreement or any portion hereof, or to present a defense to claims arising from the situations identified above, the undersigned agrees to pay the City all costs and attorney fees hereby expended or for which liability is incurred.
7. The City reserves, and the Renter recognizes and accepts, the City's absolute right to terminate usage of any City facility including, but not limited to the Hiawatha Community Center at any time if any violation of this Agreement or City rules and/or procedures for such use are violated.
8. In compliance with Iowa Code §123.95, the Renter agrees they will not serve alcoholic beverages, other than beer and wine, in the Hiawatha Community Center, without first receiving a State of Iowa Liquor Permit. The Renter further understands that the City of Hiawatha will not permit the serving of any alcoholic beverage, other than beer and wine, until and unless the City of Hiawatha receives notification from the State of Iowa that a Liquor License has been approved.
9. The undersigned, signing on behalf of _____ (Organization), is empowered by said entity and by the authority of its Board of Directors, if applicable, to bind said Renter to the terms and conditions of this Agreement.

Signature of Renter

Date

Approved by

Date

HIAWATHA COMMUNITY CENTER RULES & REGULATIONS

1. You must be 21 years of age or older to rent the Community Center. There must be a responsible adult age 21 or over in charge of the event and present at all times during the rental period for activities involving minors.
2. The Community Center rental time for weekdays is from 3:30 p.m. to 11:00 pm and weekends from 7:00 a.m. to 4:00 pm and from 5:00 pm to 11:00 p.m. It is against community center rules to enter the community center before your rental time or to stay later than your rental time. Being in the community center outside your rental time can result in loss of your damage deposit.
3. A \$50.00 cancellation fee will be withheld from all cancellations. No refund will be issued if cancellation occurs with less than 72 hours advance notice. You will be allowed to change your rental date one time if the date is available. If you have to change it more than once a \$25.00 fee will be charged.
4. The lobby of City Hall is not part of the rental area. No one should be using the lobby or using the city hall doors for entrance or exit. Only the community center entrance should be used.
5. Each group is responsible for orderly conduct and must leave the Community Center in the same order as it was before their use. Renter is responsible for sweeping, mopping, cleaning the kitchen, and emptying garbage into the garbage chute before leaving the Community Center (see Clean Up Checklist). The Community Center belongs to the Community. You will be expected to return it in the same condition that you find it prior to your rental.
6. Community Center Rental Agreement and Hold Harmless/Indemnification Agreement forms must be completed and rental fee paid before a reservation is considered valid. Use of the Center by any one group/person will be limited to once a month. Recurrent monthly rentals by one group/person will be restricted to Monday through Thursday. (Resolution #93-40).
7. Any damages done to the building, including any plumbing problems arising from your use of the building, will result in loss of your deposit.
8. The City of Hiawatha's noise ordinance will be enforced by the police department.
9. No alcoholic beverages will be allowed except when a Hold Harmless/Indemnification Agreement is signed by the user and proof of insurance is provided as required (declaration page of homeowners or renters insurance policy) by said Agreement. Beer and wine are the only alcoholic liquors allowed without a State of Iowa Liquor License. (Iowa Code §123.95)
10. The Community Center may not be used for sectarian or religious worship. (Resolution #86-164)
11. Animals are prohibited from the inside premises of the Community Center with the exception of guide dogs or Seeing Eye dogs. (Resolution #87-136)
12. Do not take anything belonging to the Community Center. Inventory will be taken and the responsible individual will be charged for missing items. Equipment belonging to the City will not be loaned out of the building.
13. The Community Center is **NOT** responsible for lost, damaged or stolen personal items during your rental period.
14. Concert rentals after 5:00 p.m. will have a City of Hiawatha Police Officer present at the expense of the renter for a rate of \$65.00 per hour in cash. (Resolution #14-083)
15. If the deposit is withheld because of the renter's maliciousness or negligence the renter is barred from renting the Community Center again. (Resolution #02-85)
16. No propane tanks are allowed inside the Community Center including those used for gas grills.
17. No decorations are allowed on the Community Center walls. Decorations may be placed on tables but must leave **no** marks or residue when removed. Confetti, glitter and candles are not allowed.
18. No decorations or lights may be hung from the ceiling.

Scott Fisher
Hiawatha Kids League
PO BOX 203
Hiawatha, IA 52233

10/03/17

Kelly Willadsen
Hiawatha Parks and Recreation
101 Emmons Street
Hiawatha, IA 52233

Dear Kelly,

As we have in the past many years, we would like to request the use of the Baseball diamonds located at Guthridge Park for the 2018 baseball season. The dates we will need the diamonds are M-F starting April 2, 2018 and ending July 21, 2018. We will also need these diamonds reserved for the following Saturday's and Sunday's. June 2nd, 3rd, July 14th, 15th, 21st, and 22nd. We will have approximately 200-250 people weekly visiting the diamonds for practice and games. As always we will set up our own diamonds and service the diamonds as we have in the past.

Once again I want to thank you and the City of Hiawatha for our long lasting partnership and please feel free to contact me if you would like to discuss anything related to the park, diamonds or HKL in general.

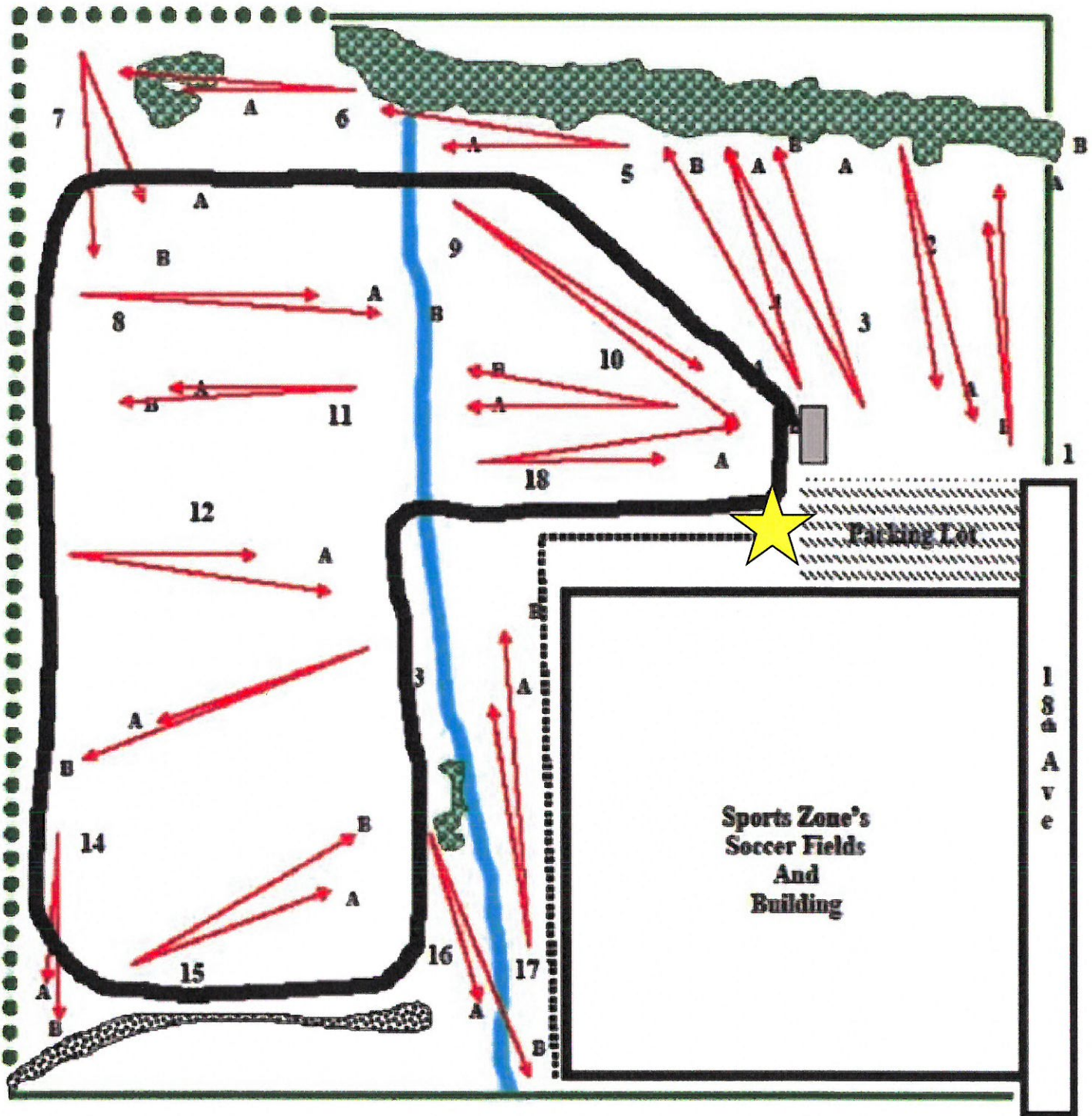
Sincerely,

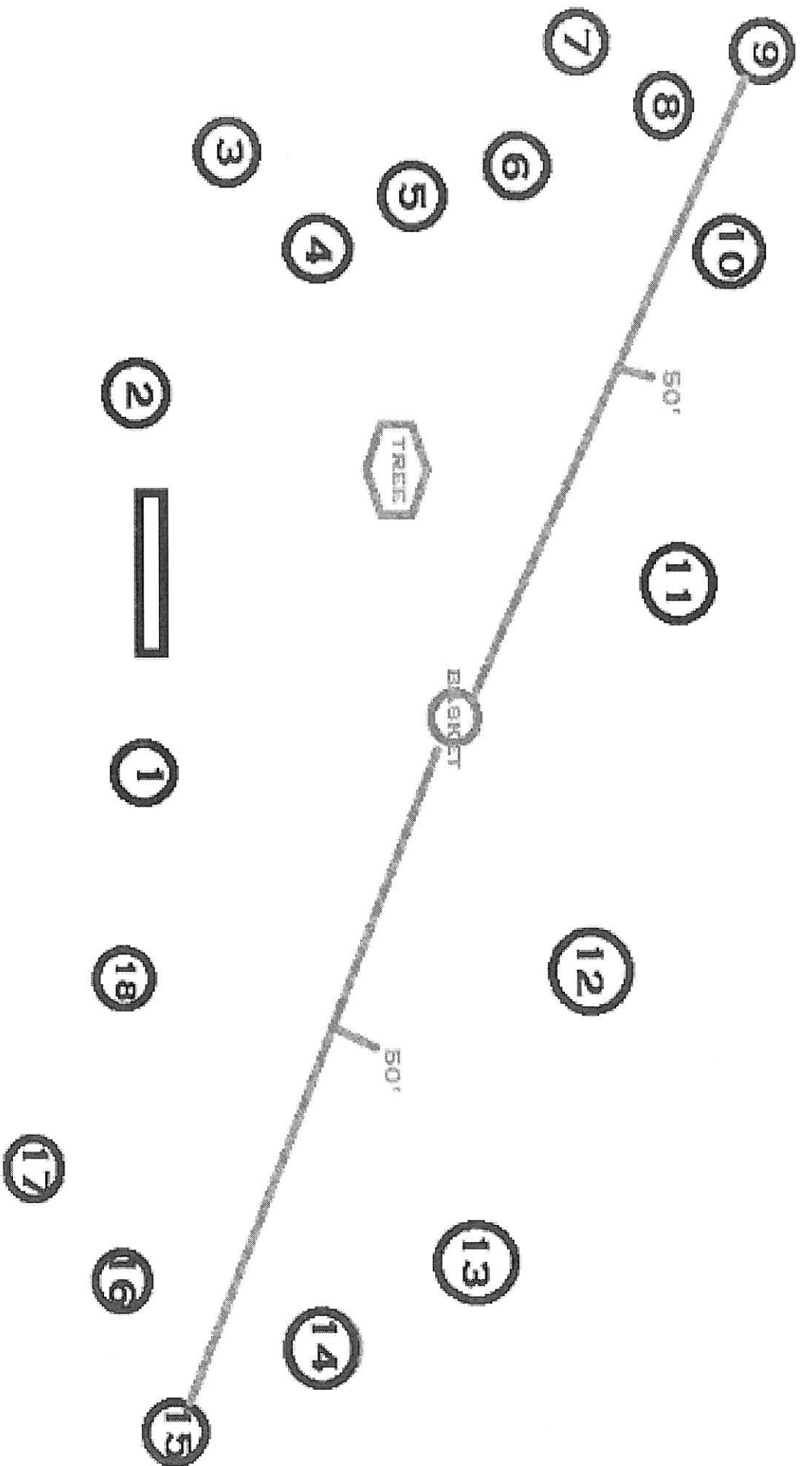
Scott Fisher

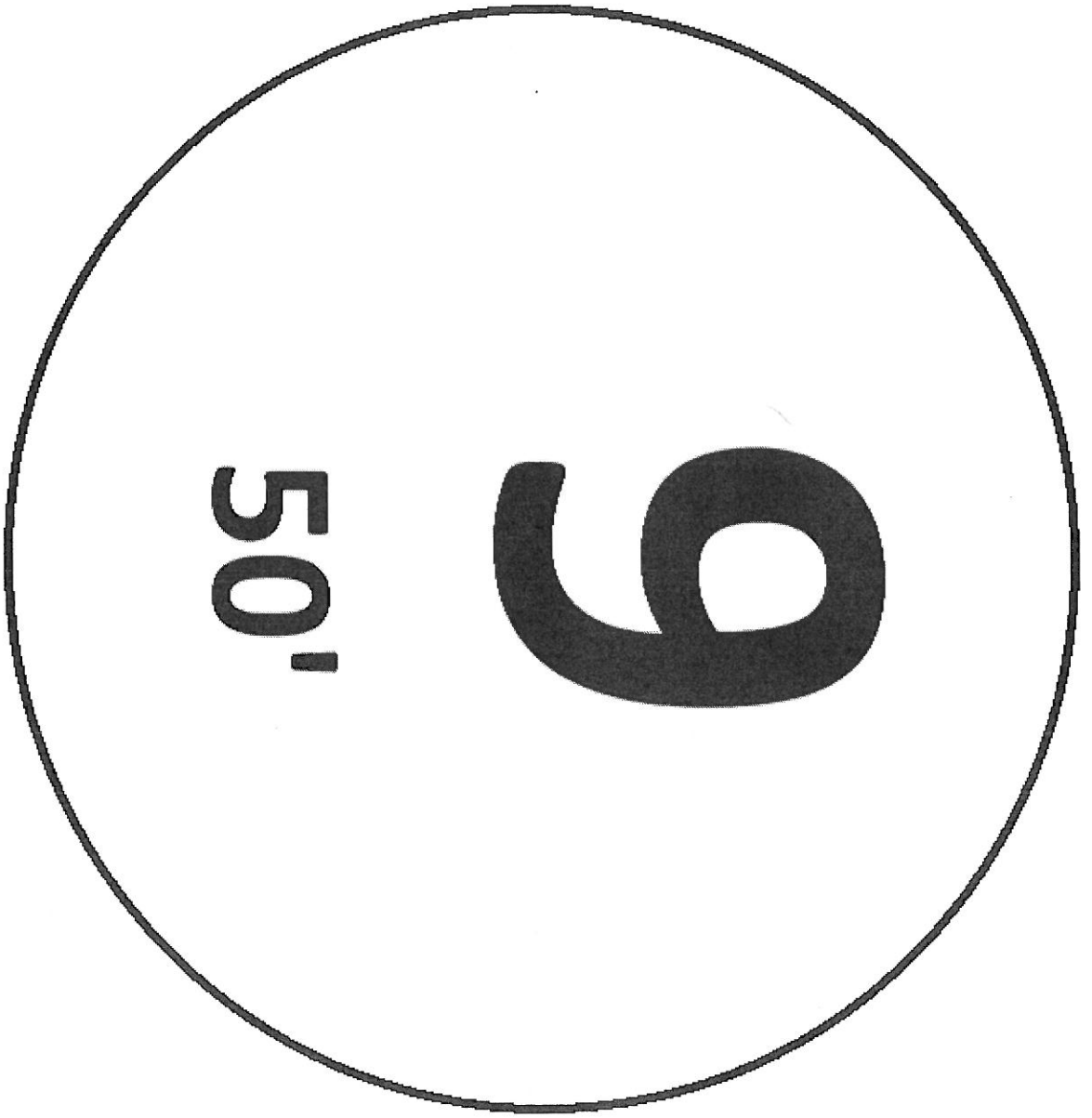
HKL Commissioner
319-551-8082

FAY M. CLARK MEMORIAL PARK

HIAWATHA, IOWA







Gentle Yoga

Hiawatha Community Center at 6PM

\$10 per class or 5 classes for \$40 punch card

September 5th

September 12th

October 3rd

October 17th

November 14th

November 21st

December 5th

BEGINNERS CLASS

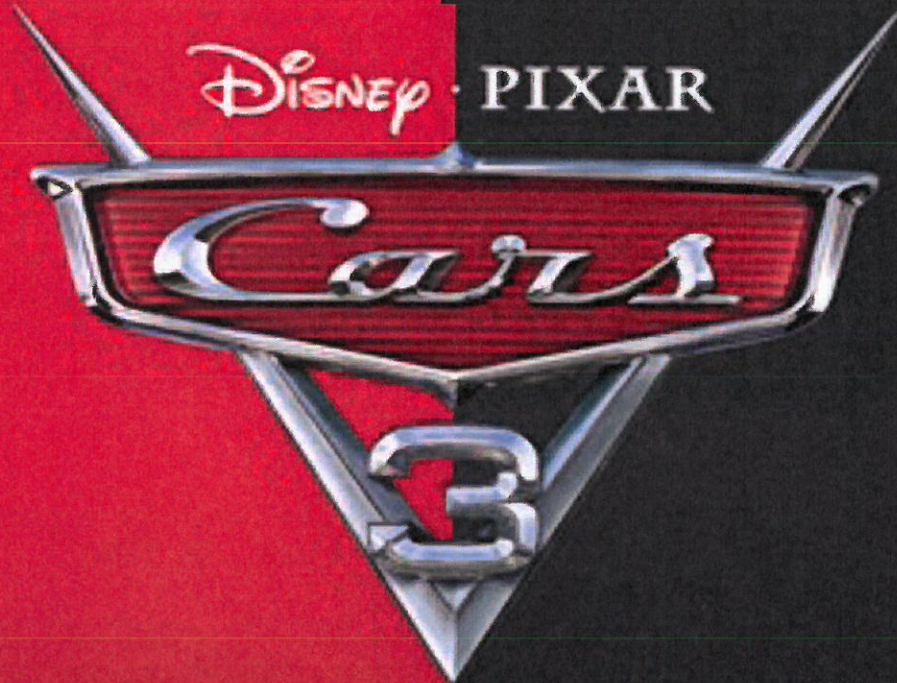
WELCOMING ALL LEVELS & EXPERIENCE

FOR ADDITIONAL INFORMATION

PLEASE CONTACT

PIYOGIRL@HOTMAIL.COM

KIDS MOVIE NIGHT



HIAWATHA COMMUNITY CENTER

FRIDAY, NOVEMBER 10TH

6:30 PM

HIAWATHA PARKS AND RECREATION AND UICCU GIVES CHILDREN THE OPPORTUNITY TO SEE A MOVIE FOR FREE IN THE HIAWATHA COMMUNITY CENTER! BRING YOUR BLANKETS AND PILLOWS AND ENJOY POPCORN AND JUICE ON US!*

***WHILE SUPPLIES LAST**

OCTOBER 29, 2017



JOIN US FOR A

FALL FESTIVAL

• 11AM - 2PM •
GUTHRIDGE PARK

TRICK OR TREATING
PRESTIGE DANCE PERFORMANCE 12:00PM
COSTUME CONTEST 12:30PM
NEW HORIZONS CONCERT 1PM

HIAWATHA PARKS AND RECREATION | HI-CREW KIWANIS

LETTERS -FROM- SANTA

Add a little magic to the season and receive a letter from Santa, mailed directly to your child. Answer a few simple questions and watch as your child becomes overjoyed to see that Santa really has been watching them! Santa is ready with pen in hand and would love to write your children, grandchildren, nieces or nephews, an easy to read letter, no matter where they live! So, let the elves know who would like to receive a letter this year!

Register today at
Hiawatha City Hall
101 Emmons Street
or online at
hiawatha-iowa.com
Fee: \$3

