

# INDIANOLA ACTIVITY CENTER RENTAL INFORMATION

2204 W 2nd Avenue, Indianola, Iowa 50125

(515) 961-9420

***Until further notice, the following restrictions are in place due to COVID-19***

- The Buxton Room will be available for rent; small meeting rooms will not.
- Events are limited to 96 people.
- An extra \$150 fee for cleaning and disinfecting after the rental will be passed on to the customer.
- Renter must follow CDC guidelines for any meals or food served.
- Renter must follow CDC guidance regarding safety measures to prevent spread of COVID-19.

## **Buxton Multi-Purpose Room (Capacity: 96)**

### **Rental Fee Includes**

16 - 5' diameter round tables  
6' long rectangle tables available as needed

96 Folding chairs

Lectern with public address system

Full kitchen with stove, refrigerator,  
microwave, dishwasher, and coffee pot.

### **Daily Rentals**

Saturdays, Sundays, &  
City-Observed Holidays

#### **Available Hours:**

8:00 a.m.-12:00 midnight

#### **Advance Reservations:**

up to one (1) year

**Rental Deposit:** \$200 without alcohol or \$400 if alcohol will be present (beer, wine or champagne only).

The rental deposit is non-refundable if the reservation is cancelled. All or part of the rental deposit may be used to pay for any damages caused during the rental. The amount of the rental deposit in no way limits the monetary amount of damages for which the renter may be responsible.

**Rental Fee:** \$300 without alcohol, or \$500 if alcohol will be present (beer, wine or champagne only.)

**Cleaning/Disinfecting Fee:** \$150

### **Key Pick Up**

The renter is responsible for making arrangements to pick up a key from the Indianola Parks & Recreation office during regular office hours. These hours are 8am – 3pm Monday thru Friday, except 9am – 3pm on Thursdays.

**Deposit Returns:** Deposits paid by credit or debit card will be credited back to the customer's original debit or credit card account. When deposits were paid by check or cash, return will be made via city-issued check, which can take 2-3 weeks to process.

**Payment Due:** All rental deposits and fees are due at the time the reservation is made.

**Forms of Payment:** American Express, Discover, MasterCard, Visa, check, or cash