



Rental Guidelines

Waverly Health Center (WHC) welcomes any organization or private renter to use Tendrils Rooftop Garden for meetings, programs or special events. WHC staff, patients and visitors also may use the area as a gathering place, 24-hours a day.

To Rent Tendrils

1. Check availability with Melinda Pitt, volunteer services manager, at MPitt@WaverlyHealthCenter.org or call (319) 483-4076
2. Review our Rental Guidelines
3. Fill out Rental Agreement and submit with deposit and rental check to:

Waverly Health Center
ATTN: Melinda Pitt
312 9th Street SW
Waverly, IA 50677

Hours of Operation

6:30 a.m. to 9 p.m. (*Closed holidays*)

Reservation Fees

General Rentals: 2 hours = \$150, 4 hours = \$200, 8 hours = \$300

Non-Profit 501(c)3: 2 hours = \$75, 4 hours = \$100, 8 hours = \$150

Reservation Information & Requirements

- Requests for renting the Tendrils Rooftop Garden area are considered on a first-come, first-serve basis.
- Copies of the application or rental agreement are available at www.WaverlyHealthCenter.org/tendrils or by contacting Melinda Pitt at (319) 483-4076 or MPitt@WaverlyHealthCenter.org.
- Reservations should be made at least 14 days in advance. Space may be reserved for a maximum of one year in advance of the event.

- All persons reserving Tendrils Rooftop Garden must be 21 years of age and are held responsible for their party's event.
- Tendrils is climate-controlled. Guests may want to dress in layers to accommodate the varying temperatures from inside to outside.
- Children attending an event are required to be under adult supervision at all times.
- WHC reserves the right to refuse or terminate requests.
- WHC is not responsible for any lost or stolen items.
- WHC is not responsible for any injury or illness that may occur when onsite for an event held in the Tendrils Rooftop Garden.

Charges, Deposits and Payment

- The Rental Agreement, deposit check and rental check must all be received before the rental is confirmed. Room set-up must be finalized at least two weeks prior to the event. Requests for changes made two weeks before the event may not be feasible or may be subject to an additional fee.
- A \$100 deposit is due at the time reservation is made. A \$200 deposit is required with alcoholic beverages. Full, partial or no refund of this deposit will be given following assessment of the area. Assessment is based on any clean-up costs or damages (i.e. broken furniture, garbage on floors, etc.) incurred during your event.
- Please refer to Tendrils Room Layouts for room set-up options. Set-up fee is \$25 for less than 40 people and \$40 for over 40 people. Maximum occupancy is 120.
- Checks for the rental fee and deposit must be written in **two separate checks**. Checks may be made payable to "Waverly Health Center." Please indicate the words "Tendrils - Rental Fee" and "Tendrils - Deposit" along with the reservation date.

Unloading Zone

- If unloading items on the day of your event, **do not park directly in front of the Tendrils Event Entrance doors. Please park against the curb across from the Tendrils Event Entrance doors.** It is important that the lane to the Center Pharmacy Drive-Thru window is left clear. Unloading time is limited to 15 minutes.

Cleaning Responsibilities

- All renting parties will be responsible for leaving the room in the condition it was when they arrived. Damages will be assessed and your deposit will be lost if the room is left sub-standard.
- Cleaning supplies are located in the Tendrils kitchen area.
 - *Take steps to ensure that your cleaning deposit is returned to you following your event:*
 - Put all trash in the provided trash cans.

- Wipe down tables/chairs if needed.
- Pick up any loose garbage on the floor and wipe up any spills.
- Take out any items brought in by you for your event.
- *If using the kitchen-* throw away trash, wipe counters, sweep floor, take out any items brought in by you for your event.
- WHC reserves the right to keep your deposit if Tendrils has been damaged and/or left sub-standard.
 - *Examples of damages and/or sub-standard conditions:*
 - No clean-up of any kind is performed.
 - Food rubbed into and/or beverages spilled on flooring.
 - Stains of any kind on flooring and/or furniture items.
 - Moving furniture to or from the patio.
 - Damaged furniture, kitchen equipment, electronic equipment or any other items provided.
 - Messes or damages that require an outside vendor to be brought in for repair services.
- All damaged items should be reported to the Volunteer Services Manager.

Graduation Rentals:

- May 1st to June 30th. Rentals are not available on Memorial Day.
- Rentals will be available during graduation months for morning and afternoon rentals.
- Rentals will be available for 4 hour or 8 hour options.
- Additional hours will be charged \$35 per hour
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Food and Beverage

- Food and dinnerware will need to be provided by renter or arranged with an outside vendor.
- All renting parties using Tendrils will be responsible for leaving the kitchen in the condition it was when they arrived. Damages will be assessed and full, partial or no refund of your deposit will be returned if the room is left sub-standard.
- Alcoholic beverages (canned/bottled beer, wine and champagne only) are allowed with prior notice. Renting parties are responsible for supplying and serving beverages during their event. Renters are also responsible for collecting and taking all empty and/or full alcohol containers with them following the event. No containers should be disposed of in the Tendrils garbage cans or left behind.
- If negative comments or inappropriate behavior are observed by patients, staff or onsite visitors regarding alcohol usage, the rental party will be asked to discontinue serving alcohol. If behavior continues, the party will be asked to leave.

Guarantee and Cancellations

- A 7-day advanced notice is required to cancel reservations. A full refund will be given with advanced notice; fifty percent will be forfeited without advanced notice. WHC reserves the right to adjust refunds based on unforeseen circumstances.
- The rooftop helipad is located to the north of Tendrils Rooftop Garden. In the event of a helicopter landing, WHC is not responsible for any disruption to your event. WHC is a fully functioning hospital, patients are first priority.

Parking and Area Access

- Party members should park in the **RED** parking lot.
- Party members should enter through the Tendrils Event Entrance doors (located south of the Center Pharmacy Drive-Up) and take Elevator C to Tendrils Rooftop Garden.

Prohibited Activities

- WHC is a nicotine-free campus. A \$200 fine will be charged to the renting party for any evidence of tobacco or nicotine use in the Tendrils Rooftop Garden area.
- Candles or anything with open flame, except sterno fuel units, are prohibited.
- Latex balloons are prohibited.
- Confetti, glitter and “fairy dust” are prohibited.
- Individuals disturbing the operation of the health center by their conduct will be given one warning and, if the disturbance continues, will be asked to leave.

Security & Emergency Information

- In the event of announced emergency medical or fire code, Elevator C to the Tendrils area will not be available. Parties will be asked to wait for use of the elevator. Access via the stairs is available only to those wanting to exit the building from the Tendrils area. The stairs are located in the southeast corner of the Centennial Pavilion. **It is mandatory that parties follow WHC staff direction and emergency procedures.**
- Guests are not to open emergency exit doors unless in a case of emergency.
- Furniture must not block any emergency exits.
- During inclement weather conditions, announcements will be made overhead. For tornado warnings, persons in the Tendrils area will need to evacuate to the stairwell and wait for an “all clear” announcement.