

## COMMUNITY CENTER GUIDELINES AND POLICIES

1. Persons renting the building shall be 21 years of age. Adult supervision shall be present for use of persons under 21 and they shall be held responsible for the building.
2. Damaged or broken equipment shall be reported to City Hall. You are responsible for accepting the condition of the hall as you take it. It is presumed in proper and working condition. You are therefore responsible for any defects created or inherited. Any inherited conditions must be reported to City Hall prior to your event.
3. Proof of insurance is required. Please check with your insurance agent.
4. All garbage bags will be placed in the outside dumpster. If heat is used, turn thermostat back to 60 degrees. If air conditioning is used, turn it to 75 when you leave. Turn off all lights and lock all doors. Return all tables and chairs to their designated locations. Key shall be returned to City Hall staff on the next business day by the signed renter. Depositing keys in the drop box will result in forfeiture of security deposit.
5. Persons renting the building shall clean up and leave the building in the condition in which it was found.
6. No staples, nails, tacks or tape (including contact strips) or any other items intended to attach decorations may be used on the walls, woodwork, ceiling or windows. No candles, sand, gravel, rocks, dirt, birdseed, rice, confetti, bubbles, or silly string will be allowed.
7. No glass bottles intended for individual consumption are permitted. No hard liquor is permitted. Only beer, wine, wine coolers or champagne is permitted.
8. The community center has been designed a smoke-free facility . Smoking is not allowed anywhere in the building. Smoking is only allowed at the designated area at the back of the building by the kitchen door. Cigarette Butts found on the ground will result in a forfeiture of the deposit.
9. The deposit amount is a fee separate from the actual rental fee . This deposit will be returned or shredded within one week of the event scheduled, if no damage occurs during the event and no fees are due. The deposit must be paid to hold the date. If you cancel the reservation at least 2 weeks before the event, the deposit will be refunded in full. If you cancel less than 2 weeks before the event, the deposit will not be refunded.
10. No parking in front of large overhead doors on the fire department side of building.

11. The building must be vacated by 10:00 P.M Sunday night through Thursday night. The vacate time for Friday night and Saturday night is Midnight.

12. If you have any questions regarding this agreement please contact Camanche City Hall at (563) 259-8342 .

13. In case of an emergency or no power, call Police at (563) 259-8575 .

Fee Schedule:

Rental Rate

\$200 – Camanche Residents

\$300 – Non-residents

Deposit - \$200

To set up the night before if available - \$150