

# COMMUNITY CENTER GUIDELINES AND POLICIES

## Fee Schedule:

Rental Rate

\$200 - Camanche Residents

\$300 - Non-residents

\$200 – Deposit

\$150 – Early access to set up, if available

\$25 – Lost or Unreturned Key Card

\*Deposit check must be dated the date of the event\*

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. Renter is responsible for accepting the condition of the hall as is. It is presumed in proper and working condition. The renter is therefore responsible for any defects created or inherited. Any inherited conditions must be reported to City Hall prior to the 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.
5. Persons renting the building shall clean up and leave the building in the condition in which it was found.
6. Absolutely **no** staples, nails, tacks or tape (including command strips) or any other items intended to attach decorations may be used on the walls, woodwork, ceiling, windows or floors. **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. Absolutely **NO** cooking is permitted on premises. Air fryers, hot plates, electric skillets, indoor and outdoor grills are prohibited. Crockpots and roasters **ONLY** may be used for warming.
9. The Community Center has been designated a smoke-free facility. Smoking is not permitted anywhere in the building. Smoking is only permitted at the designated area at the back of the building by the kitchen door. Cigarette butts found on the ground will result in the forfeiture of the deposit.

10. The deposit amount is a fee separate from the 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. Checks for the deposit shall be dated for the date of the event.

11. No parking in front of large overhead doors on the fire department side of building.

12. 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.

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

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

15. The door switch under the thermostat must be set to "locked" when you leave the facility.

16. **Key shall be returned to City Hall Staff on the next business day by the signed renter.**

Violation of any of these terms may result in the forfeiture of some or all your deposit.

You may NOT enter the Community Center the evening before your event without authorization.

The Community Center has a video security system in place. Your event will be recorded.

I acknowledge and understand these terms, and agree to abide by them. I acknowledge and understand that my event is being recorded by the video security system. I also acknowledge that I received this key card.

Key Card Number: \_\_\_\_\_

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