

COMMUNITY CENTER PRICING AND RULES

All doors shall remain unlocked during events

Hours of Availability:

Daily 8:30 a.m. – 1 a.m.

Pricing:

Security Deposit	\$50.00 refundable
1 st Hour	25.00
P/hr or fraction	
Thereafter	10.00

*****RENTAL HOURS SHALL INCLUDE SET-UP AND CLEAN-UP*****

Payment of Rental fees required prior to scheduled event and before access to the Community Center will be granted or a key loaned to the Responsible Party.

Refundable Deposit Conditions:

Your deposit may be fully refunded if all rules and regulations are followed. Direct and indirect costs for additional cleaning or repairs may result in a deposit not being refunded to the responsible party. In the event that the cost of repairs and /or labor charges exceeds the amount of security deposit, the difference will be billed to the responsible party.

Cancellation Policy:

All cancellation requests must be made 30 days prior to the scheduled rental date or security deposit may be forfeited.

Rules:

1. No smoking, use of tobacco, illegal substances, or alcoholic beverages of any kind is permitted in the Community Center at any time.
2. Storage of personal items pertaining to the event is not permitted. Items left in the Community Center after the event will be exposed of immediately.
3. Only masking tape can be used; all other tapes are prohibited.
4. Decorations are allowed on tables, chairs, floors, windows. Decorations may only be attached to the metal framing of the ceiling and not the ceiling tiles.
5. Decorations shall not be placed, mounted, or hung on the walls unless approved by the City Administrator. No nails, screws, staples, or tacks shall be used to fasten decorations to the tables, chairs, floors, ceiling or windows.
6. If hanging décor from the ceiling, you must provide your own ladder. DO NOT STAND ON TABLES OR CHAIRS.
7. No open-flame candles are permitted, except candles lit for five (5) minutes or less as decorations on a birthday cake are permitted. Battery powered lights designed to look like candles are permitted.

Please be courteous to the next person that may be renting the Center for that special occasion and leave it as you would want to find it.