



# COMMUNITY CENTER RENTAL REQUEST

1. Fourteen (14) days' notice shall be required to cancel a reservation to receive a full refund. A charge of \$37.50 will be deducted from the deposit for canceling with less than 14 days advance notice.
2. Renter may obtain the key to the Community Center from the City Secretary on the last City Hall business day prior to the facility rental date. City Hall business hours are 8am-4pm Monday through Wednesday and 8am-2pm Thursday. City Hall is closed Fridays.
3. No weapons of any kind are permitted in or on the premises surrounding the facility.
4. No alcohol is permitted in or on the premises surrounding the facility.
5. No loud noise/music will be permitted Sunday through Thursday before 8:00 a.m. or after 10:00 p.m., or on Fridays and Saturdays before 8:00 a.m. and after 12:00 a.m. (Exceptions may be allowed with pre-approval from the City for special days, i.e. New Year's Eve.)
6. Masking tape and magnets are the ONLY acceptable means of attaching items to any surface inside the center. No adhesive of any type may be used on the outside of the building or on the outside or inside of the front and rear doors.
7. If damage is created during the rental period, or if the center is left in a less than suitable condition, the \$50.00 reservation deposit shall serve to cover cleaning or repairs necessary. In addition, renter agrees to be liable for any cleaning charges or damage in excess of the \$50.00 deposit.
8. All furniture must be restored to its original location before leaving the building (the City suggests taking a photo prior to moving items so that renter will be able to return items to the correct location).
9. Renters are responsible for cleanup of the facility as well as for hauling away trash. Trash is not to remain on Community Center property. Bagged trash may be deposited inside the can located at the City Hall office entrance.
10. After securing the Community Center on the last day of the rental period, the Renter shall return the key to City Hall by placing it in the black mail box at the City Office entrance.
11. Upon a satisfactory inspection of the facility, the \$50 cleaning deposit will be refunded via a check mailed to the renter.

Date(s) Requested \_\_\_\_\_ Event Type \_\_\_\_\_

Organization Name (if applicable) \_\_\_\_\_

Responsible Party \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ DL # \_\_\_\_\_

With this signature I certify that all information on this application is true and correct

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date