

## COMMUNITY CENTER GUIDELINES AND POLICIES

1. Persons renting the building shall be 21 years of age or older. 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 the Community Center Manager. They will determine (along with the council, if needed) who shall replace the item.
3. 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. Deposit key to the community center in the key drop slot, located in the kitchen on the south wall. Then lock the door handle of the kitchen door and exit out this door.
4. Persons renting the building shall clean up and leave the building in the condition in which it was found. A clean up checklist will be provided.
5. No staples, nails or tape may be used on the walls, woodwork, or windows. Please use floating or hurricane candles. No open flames allowed except birthday cake with candles. Community Center wall hangings must be kept on the wall, please do not try to remove these hangings.
6. The community center has been designated a smoke-free facility. Smoking is not allowed anywhere in the building. Smoking at designated areas only.
7. 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 rental fee must still be paid. The key must be returned (per #3 above) or the deposit will NOT be returned to person renting the building. Rental fee is due by pickup of the key.
8. The building must be vacated by 2:00 A.M.
9. If you have any questions regarding this agreement, please contact the Manager at (563) 522-2358.
10. If all items on the checklist are not completed, deposit will not be returned.
11. In case of an emergency, call 911.

### **FEE SCHEDULE:**

Small Gatherings (i.e. showers, birthday parties, meetings, funerals)

\$60 rental for Low Moor residents - \$100 deposit

\$75 rental for non-residents - \$100 deposit

Family Reunions/Holiday Gatherings/Anniversary Parties/Auctions/ Vendor Fairs & Craft Shows

\$75 rental for Low Moor residents - \$100 deposit

\$100 rental for non-residents - \$100 deposit

Wedding Receptions/Graduation Parties

\$200 rental fee for Low Moor Residents - \$200 deposit

\$100 fee for set up full day before

\$250 rental fee for non-residents - \$250 deposit

\$100 fee for set up full day before

**Non-profit Organization Rental Fees** – ½ of fees stated above, unless other agreement is agreed upon and approved by Council, manager and non-profit organization in writing.