

Polk County Community/Senior Center Rental Policy

The rental of Polk County Community/Senior Centers exists to serve the community by providing a facility within the neighborhood for private as well as public gatherings.

- 1) Private rental hours for Central, East, Northwest, Norwoodville, South and Westside are as follows:

6:00 p.m. - 10:00 p.m. - Monday through Thursday

6:00 p.m. - 12:00 a.m. (midnight) - Friday

10:00 a.m. - 12:00 a.m. (midnight) - Saturday

10:00 a.m. - 10:00 p.m. - Sunday

Private rental hours for North are:

6:00 p.m. - 10:00 p.m. - Monday through Thursday

6:00 p.m. - 12:00 a.m. (midnight) - Friday

10:00 a.m. - 12:00 a.m. (midnight) - Saturday

No rentals are allowed on Sunday.

Note: An earlier beginning time on Saturday & Sunday may be allowed with special arrangements being made with the Community/Senior Center Site Supervisor. Facility will need to be fully cleaned and vacated by 12:00a a.m. (midnight)

- 2) Renters are responsible for cleaning all items detailed on the Cleaning Checklist.
- 3) A signed contract with damage deposit must be completed 2 weeks prior to the date of the rental or the date will no longer be reserved.
- 4) Private Rentals will require a \$100 facility deposit and if alcohol is served, a \$200 beverage deposit. Alcohol on the premises shall be limited to beer and wine. All alcohol must stay in the building. No "tailgating" or alcohol is permitted in the parking lot. All deposits should be in check or money order form. The check should be made out to "Polk County Treasurer".
- 5) Where alcohol will be served for over 25 individuals, security will be paid for by the renter. Arrangements for security will be made by center staff. Security is defined as one uniformed officer from either city or county law enforcement agencies. The uniformed officer may not be an invited guest.
- 6) Deposits must be received at the time the contract is signed. No rental is confirmed until a signed contract is on file. Rental fees must be received two weeks before the date of the event. Cancellation of a rental less than 48 hours in advance of the event will result in forfeiture of the deposit.
- 7) If the facility is being used for a fund-raising project, all tickets must be advanced sales. No public parties or group activities charging or collecting admission on the

premises will be allowed. If the event is a fundraiser, no mention of beer or wine may be used to enhance sales.

- 8) Staples, nails, tape, pins and other defacing devices may not be used on interior or exterior surfaces such as walls, doors, trims, etc. Use of poster gum is allowed. Metallic or paper confetti may not be used as decorations. Dance powders, talk or any other floor powder may not be applied to the floor. Smoking is not allowed in the Community/Senior Center.
- 9) Equipment located on the premises including computers, pool tables, etc., are not available for use during the rental period.
- 10) Items missing or removed during the rental period will be charged to the damage deposit.
- 11) Nonprofits that wish to rent the facilities on Friday nights or weekends must pay the regular, private rental fees.
- 12) There will be non recurring rentals on the weekends in order to make facilities available to a wider public.
- 13) Private rental fees are as follows:
 - \$10/hour setup/cleanup
 - \$15/hour for 25 or less people
 - \$25/hour for 26-50
 - \$35/hour for 51/75
 - \$45/hour for 76-100
 - \$50/hour for 100+
- 14) The responsible party noted on the contract will:
 - Attend the event and remain the entire time.
 - Complete, sign, and verify the pre and post event checklist with the facility attendant on the day of the rental.
 - Explain facility policies to all the guests and assist all guests in following the rules.
- 15) A pre-event and post-event checklist will be completed and signed by both the facility attendant and the responsible party for all rentals. The same person must sign the pre-even and post-event checklist.
- 16) Rental of the Community/Senior Center will be limited to one rental per day.
- 17) A facility attendant must be on the premises during the rental hours. The facility attendant will unlock the facility and make a walk through inspection before and

after usage to ensure that the facility is clean and left undamaged. The facility attendant will lock the facility following the event.

- 18) If an inflatable is going to be utilized during the rental, the renter will be required to purchase Private Liability Insurance.
- 19) This policy is part of the general public rental contract.