

PARTIES

BUILDING RENTAL FEES AND CHARGES

COMMUNITY CENTER

Whole Building: 62'x66' (4,127sq. Ft.)
 400 assembly (chairs avail. 275)
 275 seated for dinner

RECREATION CENTER

29'x38' (891sq. Ft.)
 100 assembly
 60 seated for dinner

NOTE:
 A Party Events is defined as follows: Graduation, Birthday, Sweet 16th, quenseneta ??? parties. Events held in the Community Center or Recreation Center, may not use the outside area other than for parking. The following procedres must be followed when reserving the facility for a party:

- No facility will be held without the paperwork being filled out and rental fees being paid
- All other fees such as kitchen, building deposit, security guard(s), insurance must be paid 30 days prior to the event date
- Special Liability and Property Damage Insurance Certificate in the amount of \$1 million each, along with a letter of endorsement will be required naming the district additionally insured.
- If alcohol is being served, two security guards will be required and paid for by the renter.
- There must be at least one adult for each twenty (20) minors in attendance at any function
- Groups shall leave the facilities in a clean and orderly condition. Full or partial deposit will be forfeited if damages are noted and/ or cleaning is not properly completed.
- Groups will be asked to leave the building at the time approved on the permit, whether or not the building has been properly cleaned. This could result in full or partial forfeiture of the building deposit. Final decision will be made by the Administrator
- Activities shall cease by 12:00 midnight unless otherwise stated and approved on the permit
- **NO** Smoking is allowed in District Facilities
- **NO** Open Flames are allowed in the District facilities, i.e. candles, butane pots, propane heaters, open cookers, etc..
- Prior approval is required before any equipment or appliance, other than what is supplied by the District, is used in the facility
- **ALL** changes due two weeks prior to the event, **NO** changes will be accepted after the two weeks.
- Any other special accommodation must be approved in advance

CLASSIFICATION

COMMUNITY CENTER

RECREATION CENTER

Group VI

Parties	Whole Bldg. (8hrs max, 4hrs min.) Kitchen Use (PREP ONLY) Security Guards (2 GUARDS) (If alcohol is being served) Cleaning Deposit (no alcohol) Cleaning/Alcohol Deposit (if serving alcohol)	\$75/hr - \$50/day TBA \$600 cash \$800 cash	Whole Bldg. (8hrs max, 4hrs min.) Kitchen Use (PREP ONLY) Security Guards (1 GUARD) (If alcohol is being served) Cleaning Deposit (no alcohol) Cleaning/Alcohol Deposit (if serving alcohol)	\$60/hr \$40/day TBA \$600 cash \$800 cash
	<p>Liability insurance required- A \$1,000,000 certificate naming the district additionally insured to include a Letter of Endorsement. additionally insured.</p> <p>Special Property Damage Coverage Insurance required - A \$1,000,000 certificate naming the district additionally insured to include a Letter of Endorsement.</p>			