

SOCIAL EVENTS

BUILDING RENTAL FEES AND CHARGES

COMMUNITY CENTER

RECREATION CENTER

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

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

NOTE:

A Social Events is defined as follows: Wedding Reception, Meetings with food, baby showers, dinners, business parties. Events held in the Community Center or Recreation Center, may not use the outside area other than for parking. The following procedures must be followed when reserving the facility for a social event:

- 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 (if alcohol being served) fees must be paid 30 days prior to the event date
- When alcohol is served, Special Liability Insurance Certificate in the amount of \$1 million along with a letter of endorsement will be required naming the district additionally insured. Insurance is available through the District Office
- 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

Group V

COMMUNITY CENTER

RECREATION CENTER

Wedding	Whole Bldg. (8hrs max, 2hrs min)	\$50/hr -
Wedding Reception	Kitchen Use (PREP ONLY)	\$20/day -
Meetings w/Food	Security Guards (1 GUARD)	TBA
	(if serving alcohol)	
	Cleaning/Alcohol Deposit	\$400
	Insurance required (if serving alcohol)	
	Liability Insurance	TBA

Whole Bldg. (8hrs max, 2hrs min)	\$35/hr
Kitchen Use (PREP ONLY)	\$20/day -
Security Guards (1 GUARD)	TBA
(if serving alcohol)	
Cleaning/Alcohol Deposit	\$400
Insurance required (if serving alcohol)	
Liability Insurance	TBA