

Community Center Rental Guidelines

Weekday Rate:

Weekend Rate:

Regular: \$40

Regular: \$65

As of 04/27/2017

Holiday: \$65

Holiday: \$85

Payment is due in full within 10 days of making reservation arrangements. Contact City Hall the week of your event to schedule a key pickup.

1. The key unlocks the deadbolt and the doorknob
 - a. Make sure to manually unlock the doorknob so it stays unlocked
2. Tables and chairs must be returned to the configuration you find them in
3. 2 trash bags are provided, 1 is above the refrigerator
 - a. Please bag all trash and leave under the table for our cleaners to collect
4. The coffee pot takes at least 40 minutes before you will hear it perk
5. Patio is located to the rear of the Community Center
6. The AC must be turned on at the unit, not at the thermostat on the wall
7. When leaving, ensure the patio door and front door are locked
8. Prior to final departure, return the key to the drop box located to the right of the main door.
 - a. Do not worry about locking the deadbolt at the Community Center. Just ensure the doorknob is locked.
9. Contact City Hall with any questions or concerns
 - a. 515-367-4735, 260 NW Main Street