

COMMUNITY CENTER RULES & RATES

RULES FOR USE OF THE COMMUNITY CENTER

(Effective July 1, 2015)

1. A hold/damage/cleaning deposit of **\$100.00** will be required unless alcohol is served. If alcohol is to be served, the hold/damage/cleaning deposit will be **\$400.00**. Please note: **It will be the renter's responsibility to clean the rented portion of the building and to pay for any damages incurred as a result of their use of the building. This will include any damage incurred over the deposit amount.**
2. Rent may be charged for the use of all or any part of the building. To reserve the building, the deposit plus the rental fee will be required at the time of reservation. In the event of a cancelation, deposits will be returned and rent monies will be refunded according to the following schedule:
 1. Twenty (20) days prior notice 100%
 2. Ten (10) days prior notice 50%
 3. Less than ten (10) days prior notice 0%

****Courtesy will be extended to situations with extenuating circumstances.**

Please note: **No part of the building will be considered reserved until the deposit and rent has been paid. All reservations/rentals are on a first come, first serve basis, with the exception of the Upton Town Council.**
3. Governmental entities can use the building for town hall meetings, elections, etc. with no charge. Deposits will be at the Council's discretion.
4. Alcohol served or sold at the Community Center **must be approved at a regular Town Council meeting before the scheduled event.** If a special meeting must be held to approve alcohol for an event, the special meeting costs incurred will be the responsibility of the party requesting the special meeting. Special meeting costs include Council pay, a portion of the Mayor's pay, overtime for employees attending, writing minutes, and publishing fees for the minutes. Deposit and rental fees are due upon Council approval of an alcohol request.
5. A Certificate of Insurance naming the Town of Upton as an additional insured for at least \$1,000,000.00 must be provided by the renter if alcohol is **sold**.
6. Any non-profit organization or club may use the community center free of charge unless it is for a money making event. A refundable \$50.00 deposit will be required if the kitchen is used. Any damages will be paid for by non-profit. Donations are appreciated.
7. **The key must be returned to city hall by 10:00 a.m. the next day.** Should an employee have to bring the key to the renter after hours, there will be an additional charge of \$35.00.
8. The Upton Community Center is a **NON-SMOKING** facility. No smoking of any product is allowed inside the building. Any and all costs associated with a fire alarm or smoke damage due to smoking in the building will be paid for by the Renter. Please use the receptacles provided for disposal of butts outside of the building.

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I have read the above rules and agree to the aforementioned terms. I acknowledge it is my responsibility to pay for any damages incurred above the deposit due to my use of the building. I also acknowledge that it is my responsibility to clean the rented portion of the building immediately after use of the building unless I have received written permission otherwise. The building will be presented clean & previous damage will be noted on the Rental Inspection Form.

I am paying the deposit of \$_____ plus a fee of \$_____ to use the whole building () room(s)_____ or room _____ for 1 day () 2 days () Other_____ for the following date(s)_____.

Paid by check #_____ Paid by cash_____

Signature:_____ Date:_____

The Town of Upton is not responsible for scheduling errors for Community Center use. The Town of Upton reserves the right to refuse use of the Center to anyone.

If assistance from the Town is needed for or during your event, i.e. temperature adjustments, plumbing or water issues, key issues, etc. please call (307) 629-0545 to reach the Public Works person on call. Call out charges apply at the rate of \$35.00/hour.

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RATES

	<u>Daily Rate</u>
Whole building (Rooms 1, 2, &3 includes kitchen)*	\$200.00
Room (1) new part (no kitchen)	\$ 50.00
Room (2) new part (includes kitchen)*	\$ 50.00
Rooms (1 & 2) (includes kitchen)*	\$100.00
Room (3) Gym (includes kitchen)*	\$100.00
Room (4) downstairs room (no kitchen)	\$ 25.00
Room (5) north upstairs room (no kitchen)	\$ 10.00
Room (6) south upstairs room (no kitchen)	\$ 10.00

*First booking has the kitchen use.

WARMING KITCHEN ONLY – no frying or grilling

If renter wants to rent rooms 4, 5, or 6 in addition to the whole building (rooms 1, 2, & 3) the appropriate rate will be added.

DECORATING: Free standing decorations only, no tacks, duct tape, etc. Magnets may be used. The Town will provide masking tape for metal walls only.

HOURLY RATE: \$20.00 per hour if using room (3) gym plus a **\$50.00 refundable deposit if kitchen is used.**

FUNERALS: Free of charge. Donations are appreciated.

NON-PROFIT: Damage/cleaning deposits are not normally required unless deemed necessary as determined by previous use and may be required at the Council's discretion. Donations are appreciated.

BLOOD DRAWS, ELECTIONS, ETC.: May have use of rooms 1, 2 or room 3 (gym) with kitchen use at no charge. Damage/cleaning deposits will not be required.

SOUND SYSTEM, POWER POINT, MICROPHONES, STANDS, TV & PIANO: Are available for renters free of charge. Please place in storeroom in designated area when finished.