

City of Altura's Community Center Rates

Within the fire service area:

Non-profit organization	no charge
Weekday meetings	\$ 25.00
Weekend meetings	\$ 75.00
Auctions	\$250.00
Receptions/Parties/Banquets	\$100.00

Outside of the service area:

Weekday meetings	\$50.00
Weekend meetings	\$100.00
Auctions	\$250.00
Receptions/Parties/Banquets	\$200.00

A \$300.00 deposit required for rent of the hall for any of the above events. The deposit would be returned in full if the hall is not damaged and is cleaned properly after the event. **Please issue 2 checks, one for the rent, one for deposit both made out to the City of Altura.**

There will be no decorations put on the walls or ceiling of the hall to decorate. Multiple plug in strips are not allowed to be used. All types of bicycles, rollerblades/skates, and skateboards are prohibited. You are required to bundle all garbage, sweep/mop floors, wipe tables and chairs and put them away (see clean up check list). **The hall must be cleaned and evacuated prior to 12:00 a.m. Midnight.** **The hall must be cleaned so it's ready to be used the next day. Failure to do so will result in forfeiture of damage deposit.**

The Emergency Vehicles garage is attached to City Hall. Please avoid parking anywhere in front of the emergency garage. Violators will be towed.

The applicant is responsible for picking up the key prior to the rental date for the Community Center, the Applicant will be solely responsible for its safekeeping. **Key must be deposited in the mail box when leaving.** A lost or duplicated key will result in the automatic forfeiture of the Damage Deposit Fee.

** The entire building is Smoking Free. **

1. A Liquor License cannot be transferred to the Community Building for one day for the purpose of selling alcoholic beverages. A liquor license is granted for the address of the business.
2. Liquor cannot be sold without a license. A temporary (up to 3 days) license can be granted by the City Council. The Council will set the fee. This temporary license is only for religious, non-profit or charitable organizations, not for private citizens. Applications for this license must be made through the City Clerk's Office.
3. A liquor permit is required to sell liquor, and if sold dram shop insurance is mandatory for the event.
4. Special event dram shop insurance can be purchased by business, religious, non-profit or charitable organizations.
5. If alcoholic beverages are given away, no license or dram shop insurance is required.
6. For a private party, no license or dram shop insurance is required.
7. BYOB – consumption and display license is not required if a private party.
8. BYOB sponsored events by a Business, Religious, Non- Profit or Charitable Organization must have Consumption and Display Permit. Application will be made through the City Clerk's Office by the sponsoring organization.
9. Proof of liability insurance will be required for any event other than monthly City Affiliated meetings which will be covered under the City Insurance Policy.

APPLICATION

Organizations desiring to use the Altura Community Center facilities must complete an application and submit it to the City Clerk's Office. The application need be completed only once annually for organizations using the facilities periodically during the year. This application shall be submitted at least two (2) weeks prior to the date for which reservation is requested. Those seeking the use of intoxicating beverages are encouraged to contact the City Clerk's Office at least four (4) weeks prior to the event. The request will be reviewed in light of these guidelines and the availability of the facilities. The Clerk's Office staff will advise the requesting organization of the status of their request as soon as possible. Usage requests are not approved until the Clerk's Office Staff has so advised the requesting organization.

APPLICATION FOR USE OF ALTURA COMMUNITY CENTER

Name and/or Organization: _____

Mailing Address: _____

Contact Person: _____ Phone: (____) _____

Sections Desired: Hall _____ Kitchen _____

Date(s) of Use: _____

Will Intoxicating Beverages Be Used: _____ yes _____ no

Proof of Liability Insurance: _____

Proof of Liquor License or Permit: _____

Time of Use: from _____ a.m./p.m. to _____ a.m./p.m.

(Hall must be cleaned and evacuated prior to 12 a.m. Midnight or damage deposit will be forfeited. See attached clean up checklist.)

Purpose of Meeting: _____

Number of Participants: _____
(Building Capacity – 150)

HOLD HARMLESS AGREEMENT

I understand that my use of the Altura Community Center is voluntary and that I am using it for my benefit only. I agree that my use of the Altura Community Center facility is undertaken at my own risk and that the City of Altura will not be liable of any claims, injuries, damages of whatever nature incurred by me or members of my organization due to the negligence of members of my organization, or the negligence of third parties. On behalf of myself and the organization that I represent, I expressly forever release and discharge the City, its agents or employees, from any such claims, injuries or damages. I also agree to defend, indemnify and hold harmless the City from any claims, injuries or damages of whatever nature arising out of or connected with my use of the Altura Community Center. I also agree to reimburse the City for any damage, breakage, maintenance or theft of equipment beyond the damage deposit figure, if so warranted.

User Representative

Date

Please return this form to:

APPROVED BY:

City Clerks Office

City Clerk

Date

Confirmation sent: _____

by _____

Date

Thank you for renting Altura City Community Center.

You will be responsible for picking up the key **the week prior to your date of your event. City Hall doors are open 7:00 – 3:30, Monday – Friday. The key will be placed outside the Clerk's office in an envelope with your name on the envelope.

The Day of your event. You will need the key to enter City Hall. Upon entering you will need the "hex" key to open the front doors. The "hex" key is located on top of the fire extinguisher. Push in the center bar of each front door, put the key in the hole and turn it. This will unlock the doors. Same procedure for locking the front doors, the bar will release. RETURN THE KEY above the fire extinguisher. *This is the only key we have, failure to do so, will result in loss of deposit.*

Heat/Air

There are thermostats in the mechanical room inside the door. The thermostat labeled community center can be adjusted by using the up and down arrow **only** to change the temperature. Please do not touch or change any other buttons, this could cause a system failure, *which could result in the loss of deposit.*

Clean up:

There are brooms and cleaning supplies are in the Mechanical Room. The mop and bucket are in the kitchen. Sweep and mop all floors including entryway, bathrooms, kitchen, and hall. There is a blue can outside the North door in the Hall for recyclables (only). All garbage is to be bagged and delivered to the dumpster behind City Hall.

Please leave the hall as good or better condition than when you arrived!

You may put the door key in the locked drop box outside of City Hall.

CLEAN UP CHECKLIST

Your deposit may not be refunded if any property has been damaged and/or left in disarray.

Keep in mind that there may be someone renting the hall after you. Please leave the Hall clean and orderly.

TABLES AND CHAIRS

- Do not drag tables across the floor.
- Remove tape and adhesive. Remove any marks (crayon, marker, food, ect..)
- Wipe off tables and chairs before putting them away on racks.

APPLIANCES AND COUNTERS

- Wipe Clean and remove any spills, stains, adhesives, ect...

HALL, KITCHEN AND BATHROOM FLOORS (broom and mop found in utility closet)

- Please sweep the floor.
- Mop the floor. Clean up any spills or sticky spots.
- Please make sure the toilets are empty of "waste".
- Recycling to be place in Blue Recyclable Bin outside the kitchen door. (Do NOT put any garbage in this receptacle.)
- Empty all garbage cans (including bathroom). Put outside the kitchen door on the sidewalk.

GENERAL

- Remove everything that you brought with you.
- Turn off all the lights. (Bathroom lights are automatic).
- Lock front doors and return that key above the fire extinguisher.
- Deposit City Hall Key in the mail box by front door before leaving.