

# Community Center Rental Agreement

## RATES:

updated: 2/12/21

### Standard Rate:

Regular: \$75 (Monday – Thursday)

Holiday: \$100 (Monday – Thursday)

Regular: \$100 (Friday – Sunday)

Holiday: \$125 (Friday – Sunday)

### Community Organizations:

No charge

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Payment is due in full within ten (10) days of making a Community Center reservation. Contact City Hall the week of your event to schedule a key pick up. The undersigned is responsible for the following procedures:

- 1) The key unlocks the deadbolt and doorknob. Make sure to manually unlock the doorknob so it stays unlocked.
- 2) Tables and chairs must be returned to the original configuration.
- 3) Two (2) trash bags are provided. One (1) is above the refrigerator. Please bag all trash and leave bag(s) under the table for our cleaners to collect.
- 4) The coffee pot takes at least forty (40) minutes before you will hear it perk.
- 5) The patio is located to the rear of the Community Center.
- 6) The AC must be turned on at the unit, not at the wall thermostat.
- 7) When leaving, ensure patio door and front door are locked. There is no need to lock the deadbolt of the Community Center – just lock the doorknob.
- 8) Prior to final departure, return the key to the drop box located to the right of the main door of City Hall.
- 9) Any event that will be publicly advertised shall need council approval prior to renting the community center.
- 10) The undersigned is responsible for any damage to the community center during the time that it is rented or any damage that is caused due to the failure to follow the procedures herein.

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11) Community organizations are defined as an organization having direct affiliation with the City of Elkhart. Community organizations that currently are not charged for use of the community center include the following: Elkhart Fire Department, Elkhart Community Betterment Committee, Parks and Recreation Board, Cemetery Board and Little League. If your Community Organization is not on this list but wish to be, you must first receive approval from the City Council.

12) Please contact City Hall with any questions or concerns (515) 367-4735

Renter:

Date:

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