



Community Room Use Policy

Section 1 – Introduction

- A. The City Council has established the following policies and procedures to ensure the safe and efficient use and the equitable availability of community room.
- B. The intent of this policy is to ensure that our community room and chambers are maintained, used by, and kept available for use by City of Perry Residents and members of the public at large, without undue restriction or discrimination of any person, entity or organization seeking access too, and use of, facilities offered by the City.
- C. The City reserves the right to modify these policies and procedures and to develop and enforce such additional rules and regulations may be required.
- D. The City of Perry intends to adopt a schedule of fees for reasonable use of the community room.
- E. City of Perry reserves the right to refuse any individual or organized group.
- F. ADA Compliance; ADA, American Disabilities Act prohibits municipal agencies from supporting organizations that discriminate on the basis of disability.

Section 2- Categories of Users

A. *Category 1- The City*

- 1. Activities of the City of Perry

B. *Category 2- City Resident or Taxpayer/Other*

- 1. Individuals or organizations upon verification that members/participants are residents of the City of Perry or taxpayers of property within the city limits.

C. *Non-Residents/Other*

- 1. Individuals, organizations, groups and other entities, regardless of the tax/profit status of the entity.

D. *Non-Profit Organizations*

- 1. Organizations with a 501c3 status.

Section 3 – Community Room Reservations

- A. All applications will be considered on a first received basis.
- B. Persons must be 21 years old or older to reserve the community room.
- C. There shall be a maximum capacity of 192 persons with tables & chairs and 288 persons with just chairs in the Community Room at any one time.

D. Community Room can be utilized for weddings, receptions, open houses, large events, small events, funeral dinners, day-before decorating rental and meetings. Fee schedule is by resolution from Council according to the type of event and amount of expected people.

E. Council Chambers may be utilized for meetings only.

F. Projector/Speakers are available to rent for both the community room and council chambers. You will need to request an "Equipment Rental Agreement", which will address the terms and fees required for use of equipment.

G. Applicant must be made aware of the fact that the flooring of the Community Room, inasmuch as it is the original flooring of the building, contains some uneven areas.

H. No alcohol will be permitted at high school graduation open houses.

I. To reserve your date, deposits of \$100.00 are required 48 hours from the time requested; \$125.00 deposit if serving alcohol. (Ref. Sec. 4 (B) Reservation times must include set-up and tear down times.

J. Decorating on the day before reservation is available for an additional \$25.00 fee, if the community room is available.

K. Full payment of rental is due no later than the last City business day prior to rental date. The key shall be picked on the last City business day prior to rental.

L. Cancellations less than ten (10) days prior to the event or activity then \$25.00 of the original security deposit will be retained.

M. If applicant chooses not to clean the Community Room after use, he/she may pay to the City, in advance, a cleaning fee of one-hundred dollars (\$100.00).

1. If applicant chooses to pay the cleaning fee, Renters must still abide by Community Room Rules (Ref. Sec. 4(A)), except for the following items below:

- a) Sweeping and mopping of floors.
- b) Cleaning Restrooms.
- c) Clean Kitchen-stove, refrigerator, sinks and counter tops.

N. Deposits shall be refunded to the applicant after the premises has been inspected by the City.

O. Regular Seasonal Users.

1. Rental fees are due the last Monday of the month prior to your reservation. Payments shall be made monthly but may be paid in its entirety.

2. Rental Agreements for the Community Room can be reserved three (3) months at a time. Continued rental agreements may be renewed one (1) month prior to current rental agreement. New rental agreements must be filled out and signed every three (3) months.

3. Deposit (check/debit-credit card) information must be current or updated every six (6) months.

4. City reserves the right to preempt the use of the community room with at least a ten-day notice to user.

5. Fees paid are nonrefundable and no credit will be allowed except if City preempts the use of community room in which case the fee paid for that day shall be applied to future use.

6. Deposit and cleaning fees shall be set forth by resolution of fees by Council.

P. The Mayor or his/her designee may waive the fee on an individual basis for a single use of the Community Room or Chambers.

Q. Damages to the premises, building, equipment and grounds caused by the applicant's use shall be reimbursed to the City of Perry.

R. Shall indemnify and hold harmless, the City of Perry against any and all liability to persons or property brought within the Community Center or upon the property of the City by the Applicant, its members agents or anyone acting on the applicant's behalf.

S. If alcohol is found used at the event, after the fact, applicant will be charged the alcohol rental rate.

T. No smoking anywhere in the building. Do not throw butts on the ground because that will be cause for not receiving deposit refund.

Section 4 – Rules

A. Community Room Rules

1. There shall be no music in the Community Room after 1:00 a.m.

2. Must supply his/her own dishes, silverware, towels, etc.

3. Use Community Room kitchen facilities only during your reserved date.

4. Do not allow any person, for any reason, to sit or stand on the windowsills.

5. Front door may not be propped open during your event. Deposit may be forfeited if this is rule violated.

6. An inspection of the building and surrounding area will be made after rental. In the event that there is damage to the Community Room(s) and /or contents, or failure to return the Community Room and /or contents to their original condition, there may be a forfeiture of all or a portion of your deposit.

7. Set-Up/Decorating

a. He/she shall use a ladder and shall not use a table or chairs to stand on while decorating community room.

b. All decorations must be FREE STANDING. There shall be nothing attached to the walls and floor. Fastening, hanging and/or sticking any objects to the walls is strictly prohibited. Permanent hooks (do not move) are installed to allow hanging of lights, bows, tulle, etc.

c. Magnetic hooks are acceptable to use on ceiling tiles. Hanging items from ceiling that cause damage will result in reimbursing City of Perry repair costs.

d. Glitter and Confetti are not allowed.

e. Candles are permitted but must be in a container/holder of sufficient size. Candles are PROHIBITED on the window sill.

8. Clean-up/Departure

a. Remove all tape from tables, chairs and windows. All tables and chairs shall be washed and cleaned.

b. Fold all chairs used and place the same on the chair caddy, which shall be returned to the storage room when full.

c. Sweep and mop all floors after use, including restroom floors, using cold water, without chemicals.

d. Clean the stove, refrigerator, sinks and counter tops.

e. Clean all restrooms. Extra supplies for the restrooms will be left in the storage closet at the end of the hallway.

f. Remove all trash from the premises, without exception, and supply his/her own trash bags. Trash may be placed in the receptacle located on the south end of the building, in the parking area.

g. Remove all signs you hang inside or outside the building.

h. Return thermostat to original setting. (Summer 75°/ Winter 65°)

i. Check all doors to make sure they are tightly closed and locked. (All windows are permanently locked.)

j. When departing the premises, leave the key to the Community Center in the drop box located on the column in front of the doors entering the building.

B. Rules for Serving Alcohol

1. Alcoholic beverages may not be sold on the premises, nor may be taken out of the Community Room.

2. No ticket to the event may be sold, nor will any other form of cost sharing be allowed.

3. Applicant shall take full responsibility for any underage drinking or intoxicated persons on the premises.

4. Applicant shall provide at your sole expense, liability insurance, including property damage with a \$500,000.00 acord form from homeowners' insurance, which shall name City of Perry as additional insured.

5. Applicant must present a certificate or proof of insurance before or at the time you pick up the key for your reservation.

6. Furnishing, possession and consumption of all alcoholic beverages shall be restricted and confined to the Community room and shall not extend to the bathrooms, entrance lobbies, elevator, kitchen, halls, offices or stairwells that are adjacent thereto.

C. Council Chamber Rules

1. No food or drink allowed.
2. Utilized for meetings only no social events.
3. Maximum standing capacity is 55.
4. Seating capacity is 42.

Section 5- Amendments/Review

This policy may only be amended by action of the City of Perry Councilmembers. In the case of a conflict between this policy and any other document, agreement, attachment, form, or other policy of the City of Perry, this Policy shall control.