

SULLY COMMUNITY CENTER POLICIES

ADMINISTRATION: The Buildings & Grounds Committee is responsible for all operations of the Community Center and reserves the right to make decisions in the best interest of the city.

FEES/EXCEPTIONS: Buildings & Grounds committee may waive fees set by council at their discretion. There is no charge for Government or non-profit organizations previously approved by council. Additional fees are assessed if the center is used for a private/household auction.

RESPONSIBILITY FOR PREMISES: The person who reserves the Community Center on behalf of a group shall be responsible for the keys, all equipment and is expected to enforce building rules. Renter is responsible for snow removal with equipment provided inside the door of the community building. The City of Sully is not responsible for lost, stolen or damaged items brought into the building for any part of the rental, nor is it responsible for items not removed after rental.

RESERVATION PROCEDURES: Reservations are taken at the city office on a first-come basis and can be made up to one year in advance. All rental fees are due when the keys are picked up. There is a \$200 incidentals deposit and rental is \$55 for the first day, \$35 for each day after.

KEYS/SETUP: Renters are responsible for unlocking and locking the community center for their rental. Keys may be picked up at the city office no more than 48 hours prior to the rental. Keys are to be returned at the conclusion of the rental and may be left in the city drop box. There is a \$35 charge for lost keys. Tables, chairs, etc. may be set up as you wish and all tables and chairs should be placed in the storage area when rental is complete. If set up the day prior to the event is required, the group must pay an extra day charge.

DAMAGE/CLEANUP INCIDENTALS DEPOSIT: A \$200 deposit, in a separate check, is required. If not needed, it will be returned to the renter or shredded after rental if building is left clean and undamaged. If the building requires additional cleaning or damage repair beyond the deposit, renter is responsible for additional charges.

FACILITIES AVAILABLE: The community center includes a large community room with public restrooms. Kitchen facilities include the use of all kitchen items, including stoves, roasters, serving utensils, and refrigerator. The center also has a tv with DVD/VCR players, and sound system available. Rentals hours are from 6am to 11pm seven days a week.

BUILDING RULES:

- Do not nail or attach decorations to the walls or ceiling that would cause damage.
- No pets, No smoking, No Alcohol
- No roller blades, skateboards, or remote-control toys
- Renters should complete the checklist prior to leaving

REFUNDS/CANCELLATIONS: A full refund will be given on cancellations made two days prior to the reservation date. A \$35 fee will be charged for cancellations made less than two days prior to rental.

LIABILITY: All renters shall hold the City of sully harmless from any and all claims arising by virtue of activities of the group at the community center. All renters agree to indemnify the city for any costs or attorney fees incurred resulting from a claim arriving under the above circumstances.

I HAVE READ & UNDERSTAND THE COMMUNITY CENTER POLICIES:

NAME PRINTED & SIGNATURE

DATE

SULLY COMMUNITY CENTER CHECKLIST

Please use this checklist to make sure the Community Center is cleaned properly.

Please drop off this form at the City Office or the outside drop box by the front door with key set ___ when finished.

- ___ Wipe off all tables and chairs
- ___ Return tables and chairs to the racks in the storage room; do not block sink and janitorial supplies
- ___ Vacuum/sweep floors and mop kitchen floors if necessary
- ___ Wet spills on the carpet should be cleaned at once using tap water
- ___ Wipe off kitchen counters and stoves
- ___ Wash any dishes and utensils used and put away where you found them.
 - Please leave lids off large drink containers to allow them to dry properly.
- ___ Take all food items brought in with you when you leave – remove items from refrigerator
- ___ Soiled dish cloths and towels should be left in kitchen on the counter near the sink
- ___ Empty trash cans and take all trash to the dumpster behind the building
- ___ Replace trash bags in all trash cans (bags can be found in the kitchen)
- ___ If any decorations were put up; please make sure all debris is removed
- ___ Turn the thermostat to 68 degrees
- ___ Turn off ceiling fans (controls are on the west wall in the northwest corner)
- ___ Check restrooms (lights turned off, toilets flushed, and paper picked up)
- ___ Make sure all lights are turned out
- ___ Lock BOTH SIDES of front door when you leave (flip locks on one door- TOP & BOTTOM, key for the other)
- ___ Return keys to City Office or put in outside drop box found by the front door
- ___ Report supplies needed and broken/non-working items and equipment to the City Office

Comments: _____

Thank you for choosing the Sully Community Center for your event and we hope you consider using it in the future.