

COMMUNITY CENTER GUIDELINES AND POLICIES

1. Persons renting the building shall be 21 years of age. Adult supervision shall be present for use of persons under 21 and they shall be held responsible for the building.
2. Damaged or broken equipment shall be reported to City Hall. They will determine who shall replace the item.
3. All garbage bags will be placed in the outside dumpster. If heat is used, turn thermostat back to 60 degrees. If air conditioning is used, turn it to 75 when you leave. Turn off all lights and lock all doors. Deposit the key to the Community Center in the drop box outside of Camanche City Hall.
4. Persons renting the building shall clean up and leave the building in the condition in which it was found. A clean up checklist will be provided.
5. No staples, nails, tacks or tape may be used on the walls, woodwork, or windows. No candles, sand, gravel, rocks, dirt, birdseed, rice, confetti, bubbles, or silly string will be allowed. There are clips on walls to hang material, lights, and banners. Please do not hook anything heavy from the clips.
6. The community center has been designed a smoke-free facility. Smoking is not allowed anywhere in the building. Smoking at designated area only.
7. The deposit amount is a fee separate from the actual rental fee. This deposit will be returned or shredded within one week of the event scheduled, if no damage occurs during the event and no fees are due. **The deposit must be paid to hold the date.** If you cancel the reservation at least 2 weeks before the event, the deposit will be refunded in full. If you cancel less than 2 weeks before the event, the rental fee must still be paid.
8. No parking in front of large overhead doors on the fire department side of building.
9. The building must be vacated by 1:00 A.M.
10. If you have any questions regarding this agreement, please contact Camanche City Hall at (563) 259-8342.
11. In case of an emergency or no power, call Police at (563)259-8575.

FEE SCHEDULE:

Small Gatherings (ie showers, birthday parties, meetings)

\$60.00 rental for Camanche residents - \$100.00 deposit

\$60.00 fee for setup full day before or \$30.00 fee to set up after 6:00 P.M.

\$75.00 rental for non-residents - \$100.00 deposit

\$75.00 fee for set up full day before or \$30.00 fee to set up after 6:00 P.M.

Family Reunions/Holiday Gatherings/Anniversary Parties

\$75.00 rental for Camanche resident - \$100.00 deposit

\$75.00 fee for set up full day before or \$30.00 fee to set up after 6:00 P.M.

\$100.00 rental for non-residents - \$100.00 deposit

\$100.00 fee for set up full day before or \$50.00 fee to setup after 6:00 P.M.

Wedding Receptions/Graduation Parties

\$175.00 rental fee for Camanche residents - \$175.00 deposit

\$150.00 fee for set up full day before or \$75.00 fee to set up after 6:00 P.M.

\$200.00 rental fee for non-residents - \$200.00 deposit

\$200.00 fee for set up full day before or \$100.00 fee to set up after 6:00 P.M.