

RESERVATIONS & SCHEDULING:

- All non-profit and community benefit groups will be required to provide a yearly rental agreement that lists dates and hours of use. Contract must be returned to City Hall by January 1 of each year.
- Reservations are not confirmed until the rental and deposit payments are received.
- Deposits will be returned in full or in part after the event, when the key and inspection for damage/cleanliness is complete.

FEES:

- Fees include cleaning charges that are provided by a city employee, lessee is responsible for cleaning up wet or dry spills as they occur and placing of all trash in trash receptacles.
- Rental Fee and Deposit must be separate checks.
- Deposit check will be returned or shredded per lessee's request.
 - Non-Profit Organizations and Community Benefit Groups
 - Free of Charge with Signed Rental Agreement
 - Business Meetings, Garage Sales, or Baby/Bridal Showers
 - Resident - \$40.00 Rent, \$25.00 Deposit
 - Non-Resident - \$50.00 Rent, \$75.00 Deposit
 - Full Building with kitchen
 - Resident - \$100.00, \$150.00 Deposit
 - Non-Resident - \$125.00, \$175.00 Deposit
 - Extra day - Set up or Take down
 - \$10.00

RULES & REGULATIONS:

- Minimum age for renting facility is 18 years of age. Children must be supervised by an adult 18 years or older at all times.
- Use of tape, tacks or any other method of fastening decorations is prohibited on walls, windows, ceilings and light fixtures.
- Damages to the grounds or facility are the responsibility of the lessee.
- Renter agrees to hold the city harmless from any liability arising from the conduct of the renter or invited guests during the event.
- Lessee shall be responsible at the close of the event or meeting for cleaning and mopping wet or dry spills as they occur, washing and replacing any dishes used and placing all trash in receptables located outside and adjacent to the community center building.
- The City of Garnavillo will not be responsible for lost, stolen or damaged items brought into the building prior to, during or after the event, nor will it be responsible for items not removed from the building after the event.
- The Garnavillo Community Center is a SMOKE FREE ENVIRONMENT

- All events must be concluded prior to 1:00 am. All doors should be locked before leaving.

ALCOHOL

- Alcoholic beverages are allowed subject to the following terms:
 - Only beer is allowed
 - NO hard liquor or wine
 - NO open alcohol containers are allowed outside of the building. Any person caught outside the facility with alcoholic beverages may be subject to fine according to the law.
 - NO alcohol consumption by minor is allowed and the lessee will be held responsible for provision of alcohol to a minor, according to the law.
 - All uses shall comply with applicable provisions of the "Iowa Alcoholic Beverage Control Act".