

# Albaugh Community Center

## Facility Rental Information

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### Community Room Rental Pricing

- **Friday Rentals**
  - 5:00pm – 12:00am
    - \$700 resident, \$910 nonresident
- **Saturday & Sunday Rentals**
  - 9:00am – 3:00pm
    - \$600 resident, \$780 nonresident
  - 5:00pm – 12:00am
    - \$700 resident, \$910 nonresident
  - 9:00am – 12:00am
    - \$1,250 resident, \$1,625 nonresident
- Additional hours may be added onto morning or evening only rentals for \$150/hour (rentals may NOT go past midnight)
- Damage deposit also required (see below)

### Room Rental Policies

Rental Time: **All set-up and clean-up must be done during reserved time frame.** Rental parties may NOT arrive early or remain after contracted rental time. Be prepared to start tearing down your event (entertainment and caterers included) 60 minutes before your exit time to ensure you are completely out of the facility by your contracted time.

Payment Policy: Payment is due at the time of booking. We do not hold dates. Reservation is confirmed when Rental Agreement, rental payment and damage deposit are received. Signed Rental Agreement must be received within 10 business days of reserving. If Agreement and payments are not received, reservations will be cancelled.

Damage Deposit: A damage deposit of \$250 for day rentals and \$500 for evening rentals is required at the time of booking, paid by credit card only.

The City may retain all, a portion of the damage deposit or have a right to further damages charges exceeding the deposit if:

- Physical damage is done to any part of the facility.
- You do not vacate the facility by your contracted time.
- Tables and chairs are not returned to the original layout.
- If significant cleaning above and beyond normal use is required.
- For damages, losses, or claims resulting from breaches of the hold harmless and indemnity agreement contained in the Rental Agreement.
- And/or if the City deems any action by the Renter and/or guests inappropriate or if any default occurs.

The City will determine the amount to be refunded to the Renter, if any. Any refund due will be credited back to the Renter on the original credit card approximately one week after the event date. A minimum fee of \$50 per staff hour will be charged in order to return the facility to its original condition.

Scheduling: Reservations may be scheduled no more than one year in advance.

Repeating Reservations: No more than one reservation per month, per individual or group, are allowed. Exceptions may be granted based on space availability, the time and day requested, and the interval between meetings.

Room Occupancy:

- 156 seated, 239 standing

Equipment Provided:

- 26, 60" round tables
- 2, 6-foot rectangular tables
- 156 banquet chairs

Facility Hours: The gym and second level of the facility will be open to the public on Saturdays from 9am-3pm and on Sundays from 1-5pm. Please know this may overlap with your rental.

Keys: Facility key card must be picked up at the Community Center by 4pm on the Friday prior to your rental. If the key card is not picked up before 4pm you will be charged \$50 for a City employee to return to the office to obtain a key. Key card will only work during your scheduled rental time. After rental, key card is to be placed in the mailbox on the south side of the parking lot or returned during business hours the Monday following your rental. Renter will be charged \$75 lock replacement fee for any unreturned keys.

Room Layout: Tables and chairs may be arranged to suit the needs of the renter but must be returned to the original layout at the end of your rental.

Clean up: It is the responsibility of the renter to remove decorations and personal property, clean and restore the facility to the condition existing prior to renter's use. All items left by renters will be disposed of. A broom and mop are provided for renter in the storage closet across from the restrooms.

Renter must:

- Clean up spills and/or messes
- Clean all table and counter surfaces
- Sweep floor
- Trash bags should be tied and placed near the back door
- Return tables and chairs to the original layout

**A minimum fee of \$50 per staff hour will be charged in order to return the facility to its original condition.**

Kitchen Use: Rentals include use of the commercial kitchen appliances: refrigerator, freezer and oven/stove. Renter must supply own pots/pans, plates, utensils, coffee pot, etc. Kitchen cabinets remain locked. If locks are broken during rental, renter will be responsible for replacement and labor costs. Renter cannot hold the City responsible in case of accident/injury as a result of improper use of appliances.

Decorations: Decorations may not be affixed to any surface, including walls, windows, columns, floors, furniture or fixtures. Tape, thumb tack or nails are not permitted. Only mounting clay or poster tack may be used on surfaces. Lighted candles, glitter, confetti, rice, bird seed, silly string and similar debris-leaving material are not permitted. There is to be no hanging of items from the ceiling/lights.

Signs and/or Banners: Signs and/or banners may be posted at rental facility on day of event only and must be removed at the end of rental period. Signs are not allowed in the right of way at any time.

Noise/Music: Live music and/or DJ's are allowed inside the venue. All audio equipment must be provided by renter.

Smoke Free: No smoking shall be permitted in any City owned facility or parking lot.

Security: The ACC reserves the right, at its discretion, to require private security and/or Ankeny Police Department personnel at the renter's expense.

Damages: Renter assumes full responsibility for any/all damages to the building, property and/or equipment while said premises are occupied by renter and/or guests and will be billed separately for all labor and materials needed. Should excessive facility maintenance or damages cause a delay or cancellation to a subsequent renter, renter will be held accountable for any refund fees to the inconvenienced renter.

Issues during rental: In case of emergency issues after business hours, call Polk County's dispatch non-emergency phone number, 515-286-3333.

Cancellation Policy: Refunds minus 50% will be issued for reservations cancelled a minimum of 30 days prior to the date of reservation. Cancellations within 30 days of reserved date will result in forfeiture of the rental payment.

Alcohol Policy: All State and local laws and ordinances must be strictly complied with regarding the use and consumption of alcoholic beverages. Only wine, champagne and beer are allowed. No glass bottles/containers are allowed. No hard liquor is allowed. Area of service of alcoholic beverages is confined to inside the reserved facility. The undersigned shall not solicit or accept donation, charge admission fees, ticket sales or other entrance fees for payment for food or alcoholic beverages without proper permits and approval.

Further, the undersigned acknowledges it is against the law to serve, provide, or make available alcohol to anyone under the age of twenty-one (21). The undersigned acknowledges that in accordance with the indemnification provision set out above, the undersigned is responsible and liable for any damages that result from someone under the age of twenty-one (21) consuming alcohol; such damages to include, but not limited to, property damage, personal injury, death, or disfigurement to themselves, as well as property damage, personal injury, death, disfigurement, or loss of consortium to third parties.

The undersigned agrees to assume full responsibility for any risk resulting from participation in any activity and further agrees to indemnify, protect, and hold the City of Ankeny and the Ankeny Parks & Recreation, and their elected officials, directors, officers, employees, representatives, and agents harmless from and against any and all actions or causes of action, claims, demands, liabilities, loss, damage, injury, suit, proceeding, judgment, cost, or expense of whatever kind or nature, including but not limited to reasonable attorneys' fees, arising from or

as a result of any incident, act, action, cause of action, negligence, transaction or omission in connection with, or incidental to the use or consumption of alcohol by me or anyone attending my function.

The City of Ankeny reserves the right to decline acceptance of this rental application based on the nature of the event and to make inspections at any time. My signature below indicates I have read and understand the stated rental policy and agree to adhere to these policies.