

Earlham Community Center  
150 E First St  
Earlham, IA 50072

Rules and Regulations

The following rules have been adopted by the Community Center Board to facilitate its use and operation, ensuring the greatest number of people may enjoy and benefit from our community building.

**Conduct:** Persons using the Earlham Community Center shall conduct themselves in such manner as to avoid annoying others or damaging the building and its fixtures or equipment. Serving food or beverage from the hallway is prohibited. Please respect the 'No Smoking' signs.

**Damage:** These facilities are for the benefit of everyone. Any damages to the building or equipment shall be repaired or replaced at the expense of the person or group reserving the building during the time period which the damage occurred. No equipment is to be removed from the building, including the tables and chairs.

**Alcoholic Beverages:** There is a \$50.00 non-refundable surcharge on all events with alcohol use. Payment of the surcharge is due at the same time as the initial fee.

Private Parties: No license required.

Cash Bars: (a) License required and must be displayed on the premises.

(b) Proof of Dram Shop Insurance required and must be presented with request for reservations.

(c) Alcoholic beverages will not be made available to, or consumed by, any person under the age of 21 under any circumstances while on the premises of the community center. This includes not only the building but also the outdoor property in the perimeter of the building (parking lot, etc).

(d) Alcohol may not be stored on premise.

There must be present at the facility a security person approved by the City at all times during which alcohol is served and until the event is terminated and the facility is closed. The renter will pay for the cost of providing the security person. No alcohol will be served until the security person is present. No alcohol will be served at high-school-graduation events. The above requirements are in accord with the Iowa State Liquor Laws.

**Housekeeping:** The kitchen and restrooms must be cleaned by each group in preparation for the next tenant. The floors are to be swept and/or mopped if necessary. The entryway and hall carpet are to be vacuumed. The small meeting room carpet is to be vacuumed when used. All dishes, appliances, countertops, tables and chairs must be cleaned and put in their proper places. Tables and chairs will be on racks in the storeroom. Please return them to their rightful place as indicated by pictures in the storage room. All interior doors in the building will be closed for heating and air conditioning efficiency when leaving the building.

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Revised July 8, 2011\*

**Keys:** The keys for the building must be retrieved from Earlham City Hall during regular business hours of Monday through Friday between 7:00 AM and 3:30 PM, closed Holidays. The keys will only be released to the contract signor upon presentation of a current United States Government issued photo identification. A copy of this ID will be maintained with the contract until the keys have been returned and the building was left in satisfactory condition.

**Kitchen use:** When more than one function has space reserved in the building on the same day, the kitchen must be shared. Each group is responsible for cleaning their own section. As there are 2 of each appliance, each group is allowed the use of one (1) appliance. The Congregate Meal Site has rented the kitchen and meeting room weekdays from 10:00 AM to 2:30 PM. If renting the Great Room during these times, it will be necessary to share the kitchen. Anyone in the kitchen during Congregate Meal Site food preparation will be required to wear a hairnet that will be provided.

**Thermostats:** Should be set at 72 degrees when the facility is in use. Please return the thermostat to 65 degrees during heating season or 80 degrees during cooling season when leaving the building.

**Reservations:** Reservations may be made for use of the facilities at Earlham City Hall (515-758-2281) from the reservation clerk that maintains a schedule of open dates. Reservations will be accepted up to one (1) year in advance. Rental fees must be paid and proof of insurance provided at the time reservation is made to guarantee the date(s). Should the fee not be paid or proof of insurance not provided within 7 days of the original request, the date(s) requested will be placed back on the open schedule.

Cancellations of advance reservations may be made with a full refund not less than 30 days prior to the event. Fees will be forfeited if reservations are cancelled less than 30 days prior to the date(s) of the event.

**Other Procedures:** Local civic organizations may use the small meeting room for non-fundraising events at no charge. However, all the same rules and regulations apply for care and maintenance of the facility as apply to paying tenants. These groups must have prior approval of the reservation clerk by the normal reservation procedure.

Advance reservations for the great room made by local civic organizations, including churches, however, are limited to 'once per calendar quarter'. Additional reservations may be made by these groups in the same calendar quarter not more than 14 days prior to the date requested, counting that day.

**Tenants' responsibilities:** Tenants shall be responsible for the enforcement of these rules and the return of the key to the reservation clerk.

Failure to comply with these rules may be cause for any individual or group to become ineligible for future use of the facility. In this case, future reservations could only be made with the approval of the Board of Directors.

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**Help preserve these facilities. Use and enjoy them often. Thank you.**

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## **ALCOHOL USE**

The City is a liquor control licensee and all alcohol consumed on the premises must be purchased from the City in accordance with the established practice for serving of alcohol within the Michael J. Manatt Community Center. The City retains the right to refuse to serve alcohol at any event or to any person for any reason or for no reason whatsoever, and further reserves the right to terminate any event that (in the sole judgment of the City or those acting under its authority) has become unruly or improperly managed or is a risk to any person or property. If any event is so terminated, there shall be no return of rental amounts or deposit and the same shall be forfeited. The City further will set the price for alcoholic beverages sold on the premises, which may change from time to time and without notice. The schedule of the prices applicable will be provided on request.

At any event where alcohol is served, there shall be present at the facility a security person approved by the City at all times during which alcohol is served and until the event is terminated and the facility is closed. The renter will pay for the cost of providing the security person. No alcohol will be served until the security person is present. No alcohol will be served at high school graduation events.

