

## RULES FOR USE OF URBANA COMMUNITY CENTER

### ADMINISTRATION

The City of Urbana is responsible for all operations of the Community Center and City Hall and reserves the right to make administrative decisions in the best interest of the City.

### PERMITTED USES AND FEE DEFINITION

The Urbana Community Center is intended to serve primarily as a place where citizens and civic organizations of the community may meet for the purpose of business or pleasure. In order that all interests be served fairly and without complications, it is necessary that policies governing the use of the facility be defined as clearly as possible.

- RENTAL FEES WILL APPLY for functions such as parties, dinners, fundraisers, social events, business meetings, and other similar activities.
- FOR PROFIT RENTAL-See rental agree for rental fees associated with for profit making activities. DEPOSIT APPLIES.
- FREE USE for Boards, Commissions, and committees established by the City Council.
- FREE USE for national youth organizations (i.e., girl scouts, boy scouts, etc.) – DEPOSIT APPLIES
- FREE USE for City of Urbana and Polk Township non-profit groups (must show proof of non profit status with the IRS – 501(C)3 required) – DEPOSIT APPLIES

The Community Center shall not be used for sectarian or religious worship.

### FACILITIES AVAILABLE

The Community Center is a 2800 square foot facility. It includes a 1700 square foot community room and kitchen with tables and chairs for 108 people (one of the tables is handicap accessible). There are two handicap accessible bathrooms. The kitchen has a stove, refrigerator, sink and cupboards and basic utensils (The City Hall has a conference room and a council room which may be rented for meetings or conferences during business hours – see fee schedule on Rental Agreement.)

### RESERVATION PROCEDURES

Reservations for the Community Center will be taken at the Urbana City Hall Clerk's Office during regular business hours. Only individuals 21 years or older will be allowed to reserve the Center. Reservations must be made in person by the individual responsible for the use of the Center and will be accepted on a first-come basis. Reservations shall only be made up to one year in advance. All rental and deposit fees are due when the reservation is made. Reservations may be made for no more than three (3) consecutive times in a three-month period. Renewals of this type of use must be made within 30 days of the end of the present term.

### DEPOSIT: DAMAGE, CLEANUP, KEY

A \$50.00 deposit will be required for all rentals payable along with the rental fee when the reservation is made. The \$50.00 deposit is also required for the organizations designated "FREE USE" (see Permitted Uses). A deposit is not required for Boards, Commissions, and Committees established by the City Council. The deposit will be returned if the building AND surrounding property is left clean and undamaged and the key is returned within two business days following the event. *Please note: Community Center must be cleaned, vacated, and locked at the end of your time slot. Example: if time slot is 5:00 p.m. until 10:00 pm., the Center must be vacated and locked by 10:00 p.m.*

### KEYS

Renters are responsible for unlocking and locking the Center for their event. The person responsible for use of the Center must pick up a key from the City Clerk's office during regular office hours one or two days prior to the usage along with a cleanup checklist. A \$50.00 fee will be charged if the Community Center needs to be unlocked. The key must be returned to the City Clerk's office NO LATER than two business days following the event. If the key is not returned on time the person responsible will be charged the actual cost of re-keying the center and replacing all keys.

### CANCELLATIONS

A \$10.00 cancellation fee or 10% of the rental fee (whichever is greater) will be withheld. The balance of the rental fee and deposit will be refunded. No refund of rental fee will be issued if date is canceled less than two weeks before the date of the function.

**ALCOHOLIC BEVERAGES ARE PROHIBITED IN THE COMMUNITY CENTER AND CITY HALL AND ALSO PROHIBITED IN THE PARKING LOTS AND COMMON AREAS DIRECTLY ADJACENT TO THE CITY HALL AND COMMUNITY CENTER.**

**SMOKING IS PROHIBITED INSIDE THE COMMUNITY CENTER AND CITY HALL.**

**PROPANE TANKS ARE PROHIBITED INSIDE THE COMMUNITY CENTER AND CITY HALL.**

**ITEMS SHALL NOT BE BORROWED OR REMOVED FROM THE COMMUNITY CENTER OR CITY HALL.**

**The renter must notify the City Clerk's Office of any problems encountered during the use of the Urbana Community Center during the next business day at 443-2400. If it is an emergency situation dial 911 or, if necessary, contact one of the following:**

**Mayor E Duane Eldred 319-443-2511**

**Traci Wilson 319-327-7527**

**Trent Kramer 319-558-9047**

**Mike Kramer 319-443-2158**

**Jamie Duart 319-443-2032**

**Police Chief Jerry Michael 319-443-2780**