

PRINCETON COMMUNITY CENTER USAGE POLICY

Board

As per Princeton City Code Chapter 23; there is hereby established a Princeton Community Center Board of seven (7) members to oversee the fundraising and promotion, and recommend the improvement and maintenance of the Princeton Community Center.

Reservations

Reservations are on a first come, first serve basis as determined by the City of Princeton (Lessor). Telephone reservations will be held for 48 hours pending receipt of a One Hundred dollar (\$100) deposit. The reservation will be cancelled if no deposit is received within this time. An estimated rental cost, covering all time needed to possibly decorate/prepare and clean up after the event, is due no later than 30 days before the scheduled event. Proof of liability insurance (in the amount of \$500,000) is due 30 days before the scheduled event.

Rates/Hours

No meetings or other activities shall begin prior to 7:00 a.m. or end later than 1:00 a.m. Rental time must include set-up and clean-up. No access to the building will be permitted outside the rental period unless approved by the City. Fee includes adjacent mens and womens restrooms and use of the kitchen area.

Rates for renting the Community Center are:

Twenty-five dollars (\$25) per hour, per floor rented; or a maximum of two hundred fifty dollars (\$250) per day, per floor rented.

Long-Term

Any rental agreement for more than one (1) year in length must be approved by a majority vote of the Princeton City Council after presentation to the Council by the Board at its next scheduled regular meeting. Rates for long-term rental contracts will be no longer than one year, subject to the Princeton Community Center Board approval, and presented to, and approved by, a majority vote of the Princeton City Council. Rates and deposit will be determined by the Board.

Parking

The parking lot to the south of the building is available for parking. In addition, on-street parking is permitted. Additional parking is available across the Highway 67 at the north side of the lot. Blocking any portion of the fire station will result in your vehicle being towed. No parking is permitted on the grass or sidewalks.

Cancellations

Cancellations by the Lessee less than ten (10) days before the event result in the loss of the deposit. The City retains the right to cancel any event with as much notice as possible and return deposits. Any violation of the terms of the Rental Agreement, or for egregious conduct, will result in immediate cancellation without a return of deposit.

Deposit Refund

Deposits will be mailed or available for pick up within thirty (30) days of rental, provided no damage or loss beyond normal wear occurs and the "Clean-Up Checklist" has been turned in, completed, with Lessee's signature. The Lessee shall be charged for any damage beyond the one hundred dollar (\$100) deposit as determined by the City.

Usage Rules

The Lessee is responsible for preparing the premises for its individual use or event and leaving the facilities and grounds in an orderly condition. The "Clean-Up Checklist" must be completed by the Lessee and left on the kitchen counter.

Signs for the event must not be posted on the public right-of-way. Signs may be attached to the exterior of the building, with prior permission from the City, no more than one week prior to the event. Any damage and/or repair needed, will be assessed to the Lessee. All signage must be removed immediately after the event. Any indoor decorating must abide by the "Princeton Community Center Decorating Guidelines."

The front door of the building must remain unlocked during the rental period. The windows are not to be covered for any reason.

Food and beverages may be brought into the facility at no additional charge. Alcohol may be served or sold in accordance with the laws of the State of Iowa. Copies of applicable permits must be filed with the City prior to the event. Any violators will be prosecuted.

The City of Princeton is not responsible for items left, lost, or stolen.

Community Organization Use

Community not-for-profit organizations that do not have permanent housing may use the facility at no cost for a maximum of two (2) hours per month. Exceptions to this will be the Scouts who may use the facility for two (2) hours per meeting not to exceed four (4) hours per month. Local churches may use the facility for two events per year at no cost. The organizations above must provide proof of insurance, submit an application for use, and follow the building rules. Use of the facility by a Community not-for-profit which exceeds the time limit will be charged the regular rate. All not-for-profit reservations may be canceled in favor of an income-producing rental.

This policy goes into effect upon approval of Resolution 2011-14 on this 9th day of June, 2011, by the Princeton City Council.