

REMINDER:

Key pick up is
Thursday 9a-5p
or
Friday 8a-1p
before your event.

Dodge Center Community Center
35 East Main Street
Policies & Fees

- ◆ **Your reservation is secure upon payment of the deposit and all fees.**
 - ◆ Set up and clean up must be completed on your reserved date only. **Extra days may be purchased for set up/clean up, inquire about availability.**
 - ◆ If you find that you no longer need the reservation, please call us and cancel your date. If you cancel 7+ days before your event, we will refund the room fee. Anything less than 7 days' notice will forfeit the room fee. Any event cancelled less than 7 days in advance due to extenuating circumstances will be evaluated by the City Administrator for possible refund.
 - ◆ All reservations require a \$200 cleaning and damage deposit. Provided there are no damages, all rules have been followed, all necessary cleaning has been sufficiently completed, the key has been returned, and an inspection of the room has been completed by City staff, **the deposit will be refunded via check within 30 days.**
 - ◆ Hours of Community Center use is 5:00 am to 12:00 am (midnight). No one is allowed to be in the building outside of these hours without prior approval.
 - ◆ All Sales/Business events must be approved by the City Council or City Administrator.
 - ◆ Use of the Community Center by any Commercial or Non-Profit groups requires a \$80 per day, non-refundable use fee. Use for any other personal reason requires a \$30 per day, non-refundable use fee.
 - ◆ Use of the Community Center Kitchen requires a \$80 per day, non-refundable use fee. With this fee, you have access to all kitchen equipment such as refrigerator, freezer, dishwasher, stove & dishes.
We cannot guarantee the working order of any appliances.
-
- ◆ You are expected to leave the Community Room in the same condition it was before your event. Please put all items in the same location that you found them. You are expected to remove all trash, clean all tables, dishes, kitchen surfaces and floors (including mopping). Most cleaning supplies are provided, located in the janitor's closet, **but no towels or cleaning cloths are provided.** Be sure all lights are off and **all doors are locked.** Cleaning needs to be completed on the same day as event.
 - ◆ The key holder is responsible for all activities and damages that occur during their event or because of their failure to lock the facility.

- ◆ **Nothing is allowed on the walls or to hang from the ceiling.** This includes all types of decorations, no matter the size. If you have questions about your decorations, please ask a City Hall employee.
- ◆ If you want to display a large sign, an easel or other display method should be used.
- ◆ **No Smoking or Alcohol is permitted** inside the building. No Alcohol is allowed on the City property, this includes the parking lot areas. When smoking outside, please use the ashtrays provided outside the East and West doors.
- ◆ A phone is provided for emergencies and local calls only.
- ◆ Tables provided are 14 round 66" (seats 8-10) & 12 rectangle 30"x72" with cushioned chairs.
- ◆ **Reminder** to bring extension cords, dish soap and/or towels to wipe tables off, kitchen items such as oven mitts, etc. as we currently do not provide these items.
- ◆ **Room capacity is 135**
- ◆ City Staff and/or Law Enforcement may stop in to check the facility & rule compliance during your event. If directed by Law Enforcement or City Staff to vacate the building, you must do so immediately!
- ◆ An inspection by City staff is performed before/after each weekend.

If the facility does not pass inspection, your deposit will be forfeited. You will NOT have any other opportunity to come back and clean!

If you need Staff assistance, call 374-2100 and request the City Maintenance on-call personnel to be paged to the building. Staff will respond ASAP.

Deposit return will be evaluated for paged calls for staff to the building.

Contact 911 for any & all emergencies

First Aid equipment is located in the janitor's closet, by the restrooms.

**Dodge Center Community Center, City Hall Building
35 East Main Street, Dodge Center**

Dodge Center Community Center Reservation Form

Name or Organization

Phone

Address

City

Zip

Event Date and Time

Event Description

Kitchen Use

Yes

No

Kitchen Fee is additional \$80

Entertainment: (Circle One)

DJ

Band

None

Other

Email Address

For Office Use Only

Residential (30/110)

Business (80/160)

Commercial (80/160)

Government

Non-profit (80/160)

Reservation #

Total Fee (30/80/110/160)

Total Deposit (200)

Fee/Deposit Receipt #

Date Fee/Deposit Paid

Info:

Info:

Community Center Policy and Fee Form Received - Sign and Date _____