

## Hawarden Community Center & Meeting Rooms Rental Rules

1. Reservations for the facilities will be made through the City Offices in accordance with the Rental Agreement. A pre-reservation meeting is recommended for first-time renters to cover facility rules, fire and life safety measures, and any special needs for the event. If your event requires the use of our electronics systems (sound, audio-visual, etc.) **you must make time during our normal business hours to be trained on its use.** If you fail to do so the systems will be unavailable for your event.
2. Reservations will be given on first come, first serve basis. Reservations will be confirmed only after a deposit is paid for the center. The deposit will be applied to the total amount owed by the renter. The damage deposit must be paid by separate check to allow the deposit to be easily refunded.
3. One key set will be issued to the party making reservations one day prior to the event, following payment of all remaining deposits and fees and signing of the rental agreement. The keys to the facility must be returned no later than the next business day. Keys may be returned in person or via either night box located at the Central Avenue entrance to the City Offices or near the driveway on the southeast corner of the building.
4. General Rules:
  - a. No red punch, purple grape juice, or similar dark staining juices or jello are permitted to be served.
  - b. No cooking is allowed in the meeting rooms. Grease cooking such as fish fry's and other greasy or odor-producing cooking must be done outside or cooked offsite.
  - c. No tape, sticky substances, pins, or other affixations are permitted for usage on walls. Other decorations are available through vendors in Hawarden.
  - d. No sitting or standing on tables or standing on chairs.
  - e. State Fire Regulations prohibit the blocking of any exit.
  - f. Candles are strongly discouraged for safety reasons. If candles are used, plastic runners or tables must be used to protect the carpet.
  - g. No items, including tables and chairs, may be removed from the building.
  - h. The users of the facility will be restricted to only the use of those facilities rented and associated amenities.
  - i. Children must be supervised always.
  - j. The setup of the portable bar, any beverage table, and any buffet serving line/food in the center must be on the tiled area provided.
  - k. A cart is available for moving items into the building. Please avoid dragging

Items on the floor.

- l. We reserve the right to charge a fee for the removal of any helium balloons in the main center.
  - m. Auctions or rummage sales are not allowed, except with the specific approval of City Staff.
  - n. No glitter, gum or unwrapped candy is allowed.
  - o. The dance floor is not allowed to be moved, except with specific approval of City staff.
  - p. No animals allowed inside the community center except for service animals.
  - q. All outside doors need to remain closed during an event.
  - r. Kegs of beer are not allowed to be served in the community center.
  - s. NO FOG MACHINE, it will affect the alarm
5. Additional setup or cleaning time for the center is available for a fee of \$50 per day, paid at the time of your initial deposit.
  6. Rental of the meeting rooms will generally be from 8:00am until 11:00pm.
  7. Security is the responsibility of the renter. The City is not responsible for stolen, lost, or damaged personal items.
  8. Violation of any of the following provisions or any ordinance or law will cause the termination of the event, loss of deposit, and renter will be banned from renting the facility in the future.
    - a. The use of any tobacco products (including cigarettes and chew) is prohibited at the Community Center. This includes both inside and outside the building/parking lot area.
      - In accordance with the Smokefree Air Act, Chapter 142D of the Iowa Code.
    - b. No excessive noise or loud and raucous activities (public nudity) are permitted. Renter will be responsible for adherence to the City's noise ordinance.
    - c. No alcohol consumption/alcoholic beverages are permitted other than in conjunction with the temporary transfer of a private beer/liquor license, receiving prior approval by the City Council. This will include underage drinking with otherwise proper permitted events.
  9. Caterers using the kitchen/caterer's hallway are responsible for the clean up of these areas.
  10. Renter is responsible for all violations of the above rules and for any City property stolen, damaged or improperly cleaned whether as a result of action or inaction of their agents, invitees, and others allowed or permitted in the facility while they are in possession under this Agreement including but not limited to DJ's, bands, bartenders, caterers, photographers, guests, etc.
  11. Damage to City property and excessive cleaning charges will be deducted from the damage deposit. Charges above the amount of the deposit will be billed directly to the renter.