



Policy Title: Community Room Use & Rental Fees

Date Adopted: February 22, 2018

The City of Altoona is fortunate to provide space, which is available for use by City Departments, the School District of Altoona, and the general public. The space, generally referred to as the "Community Room" at City Hall, is available during City Hall & Library operating hours. The room is available for public use.

The Community Room is not available for commercial purposes or activities not protected by the First Amendment. No products, services or memberships may be advertised, solicited, or sold in conjunction with the use of the room.

Organizations and individuals shall use the Community Room as it is furnished and are responsible for room setup and cleanup.

The City reserves the right to refuse to book the room space for groups or individuals who do not comply with the guidelines of this policy.

The following apply to the reservation and use of the Community Room:

Priority of Use

The Altoona Public Library shall make its reservations not more than one hundred eighty days (180) days in advance of its event date.

Following the posting of the reservations submitted by the Altoona Public Library, the Facility and/or the Community Room may be reserved on a first-come, first-served basis. Such reservations may not be made more than ninety (90) days in advance of the event date.

Hours of Use

The Community Room is not available on Sundays or holidays. It is available during the following hours:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Open	7:30 am	7:30 am	7:30 am	7:30 am	7:30 am	9:00 am
Close	7:30 pm	7:30 pm	7:30 pm	7:30 pm	5:30 pm	4:30 pm

Definitions

Community Room: The *Community Room* is a 125-person standing room capacity room located at Altoona City Hall between the City Hall offices and the Altoona Public Library. The room contains thirteen 30" x 70" tables and 75 chairs. (A schematic of the Community Room and Facility is attached hereto as Addendum A.)

Facility: The *Facility* includes the Community Room, kitchen and public restrooms accessed from the Altoona Public Library lobby. (A schematic of the Community Room and Facility is attached hereto as Addendum A.)

Renters: The *Renters* are groups and/or individuals who use the *Community Room* or *Facility* for meetings and/or social gatherings. A *Renter* shall be 18 years of age.

Facility/Community Room Use

Non-fee Renters will have permission to use the *Community Room* for meetings or gatherings whereat food and/or drink will not be served. Non-fee renters will also have available for use public restrooms which can be accessed from the Altoona Public Library's lobby.

Fee Renters will have paid for the use of the *Facility* for meetings or gatherings whereat food and/or drink will be served. Fee Renters will have use of the *Community Room*, kitchen and public restrooms which can be accessed from the Altoona Public Library's lobby.

Reservation

The City Clerk shall appoint a staff person as the "Community Room Coordinator". Such person shall prepare and maintain a reservation system for use of the *Facility* and the *Community Room* in accordance with the *Priority of Use* mentioned above.

Non-fee Renters: The *Non-Fee Renter* must be 18 years of age. Upon receipt by the City Clerk's office of the signed *Rental Application* (see *Addendum B* attached hereto), the *Community Room* will be reserved on the requested date. In the event of cancellation, written notice is required to be delivered via email to the Clerk's office at *cityhall@ci.altoona.wi.us* no less than 24 hours prior to the event.

Fee Renters: The *Fee Renter* must be 18 years of age. Upon receipt by the City Clerk's Office of the signed *Rental Application* (see *Addendum B* attached hereto) with full rental payment and damage deposit, the *Facility* will be reserved on the requested date. In the event of cancellation, payment will only be refunded if written notice is received no less than twenty-one (21) days prior to rental date. Written notice may be delivered to the Clerk's office via email at *cityhall@ci.altoona.wi.us*.

Damage Deposit

Deposit: Renters who serve food and/or drink shall be required to pay a \$50.00 Damage Deposit plus a Rental Fee.

Use of Deposit: The City of Altoona may apply any and/or all of the Damage Deposit to cure a breach of this agreement and/or to cover any and all expenses the City may incur for repairs and/or cleaning. The Renter's responsibility shall not be limited to the amount of the Damage Deposit and will be invoiced for any and/or all costs incurred for repairs and/or cleaning.

Return of Deposit: Within thirty (30) days of the event, the Damage Deposit shall be returned to the Renter only if City Staff determines that all conditions of the Rental Agreement have been met.

Rental Fees

The rental fee schedule shall be as follows:

Hours of Use	Serving food or drinks?	Serving food &/or drinks?
	NO	YES
Up to 4 hours	\$0	\$50.00 + \$50 Damage Deposit
4 – 8 hours	\$0	\$100.00 + \$50 Damage Deposit
8 – 12 hours	\$0	\$150.00 + \$50 Damage Deposit

Alcohol

Alcohol is prohibited.

Appliances

Fee Renters may carry in for use small appliances such as crock pots, roasters and coffee makers. Fee Renters will find that the electrical outlets in the kitchen and Community Room are labeled with directions for use to ensure safe operation.

Audio Visual Equipment

The equipment in the room is the property of the Altoona Public Library and is NOT available for use.

Check-out

All Renters are required to complete a room Check-out form *see Addendum C* attached hereto). The Check-out form can be found in the bin on the wall inside the Community Room to the left of the double doors. Please fill out the form and return it to the bin.

Clean-up

Renters are responsible for cleaning tables and chairs and returning them to the configuration at which they were found before the event. Renters are also responsible for all clean-up activities such as vacuuming (a vacuum will be provided) and disposing of trash.

In addition to the paragraph above, Fee Renters are responsible for sweeping the kitchen floor, cleaning kitchen countertops, kitchen sink, wiping down any appliances used, removal of all supplies, decorations, food, beverages, and trash from the Facility immediately after the event. If using a caterer, the Fee Renter is responsible for ensuring that all boxes, crates, supplies, etc. are removed immediately after the event. Clean-up shall not go beyond the rental time period.

Decorations

For preservation of the Facility, the use of glue, tape, tacks, nails, staples, confetti, glitter, Rose petals, rice or other similar products are prohibited. Decorations are not allowed to be posted on walls or windows. Open flame candles of any kind are prohibited. Violation of this rule will result in a deduction or forfeiture of the Damage Deposit.

Kitchen/Food

Fee Renters shall have use of the kitchen and may only prepare or serve food and/or drink exclusively for their event and not for the general public or for sales purposes. Fee Renters may use the countertops, kitchen table, sink, microwave, stove top and oven. The kitchen does not have a dishwasher. Fee Renters are responsible for using the kitchen appliances in a responsible manner and for which the appliance's use was designed.

Fee Renters must supply their own utensils, plates, glasses, cups, serving platters, cookware, coffee maker, towels, napkins, cleaning supplies, etc.

Food restrictions: No red colored drinks are allowed.

Noise

Renters and all guests shall be considerate of the Library, will keep noise to a minimum and event activities shall be confined within the Community Room.

Nuisance

Renters are responsible for the conduct of all guests. The cause of public nuisance, at the discretion of the Police Department, will be grounds for ejection from the facility.

Open Flame

Candles, torches, butane burners or any other open flame producing devices are prohibited.

Parking

Parking is permitted on-street and/or in public parking lots.

Pets

Pets are prohibited.

Set-up

Renters are responsible for all set-up. Renters may set-up and use tables and chairs found in the Community Room. **Renters are responsible for returning the tables and chairs to the configuration at which they were found before the event.**

Smoking

Smoking is prohibited.

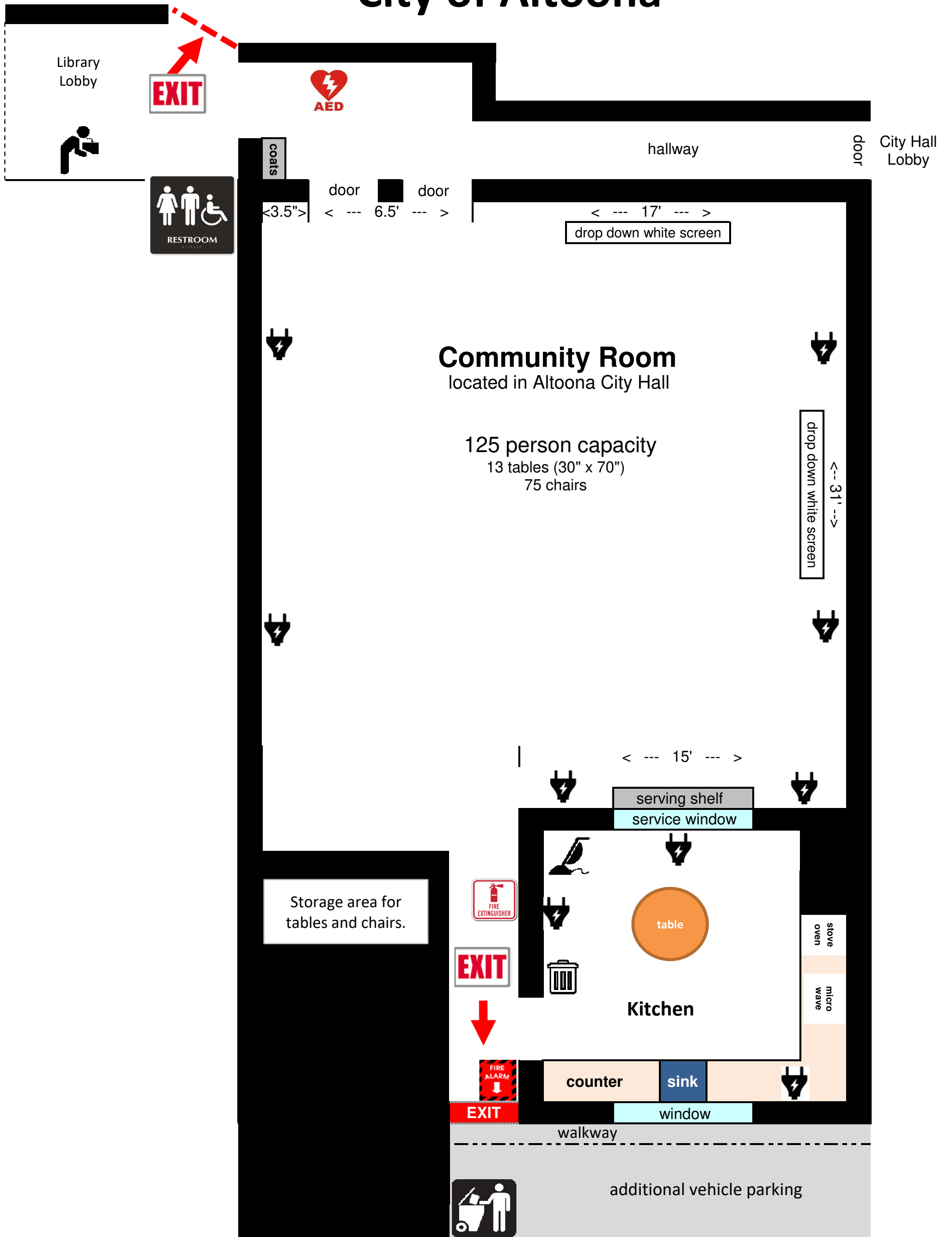
Supervision

The event must be supervised by a responsible adult who is at least eighteen years of age.

Trash

All Renters are responsible for the disposal of trash at the end of the event. The Renter may dispose of trash in the city's dumpsters and recycling containers located behind City Hall.

City of Altoona





Community Room Reservation Application

Organization Information			
Organization Name:			
Name of Responsible Party:			
E-mail Address:			
Telephone	(H)	(W)	(C)
Mailing Address:			
Event Information			
Purpose of Event (please check one):	<input type="checkbox"/> Meeting <input type="checkbox"/> Training <input type="checkbox"/> Conference <input type="checkbox"/> Social Event (birthday, baby shower, etc.) <input type="checkbox"/> Other (please explain):		
Will food and/or drinks be served?	<input type="checkbox"/> No <input type="checkbox"/> Yes	# of attendees:	
Date(s) of Event:			
Start Time*:		End Time*:	
*Hours Available for Use	Monday to Thursday 7:30 am - 7:30 pm	Friday 7:30 am - 5:30 pm	Saturday 9:00 am - 4:30 pm
FEES	Serving Food or Drinks? NO	Serving Food or Drinks? YES	
Up to 4 hours	\$0	\$50.00 + \$50 Damage Deposit	
4 – 8 hours	\$0	\$100.00 + \$50 Damage Deposit	
8 – 12 hours	\$0	\$150.00 + \$50 Damage Deposit	

By signing this reservation application, I acknowledge that I have read the *Community Room Use Policy*, understand and acknowledge the following: The Community Room/Facility is available for public use during City Hall and Library hours as a place to hold organized group meetings and/or social gatherings. The room is rented on a first come, first served basis. The submittal of the rental fee plus damage deposit secures the reservation. Any damages made to the Community Room/Facility or any of its contents will be repaired or replaced as appropriate and charged at the fair market or labor rate to the Responsible Party listed above.

Please submit cash or check for the room rental fee (see fee table above). Please submit a separate check for the room deposit. Provided there are no damages, the deposit check will not be processed and will be returned to you within 30 days after the date of your event.

The Renter shall defend, indemnify, and hold harmless the City of Altoona, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, and/or liabilities for injury or death of any person, or for loss or damage to property, which arises out of Renter's use of the Community Room/Facility, or from the conduct of the Renter's guests and/or participants, or from any activity, work or thing done, permitted, or suffered by Renter in or about the Community Room/Facility.

Signature of Responsible Party

Date

Return this form along with, if applicable, the \$50 Damage Deposit plus Rental Fee to:
 City of Altoona, Community Room Rental, 1303 Lynn Avenue, Altoona, WI 54720

Please do not write in the space below. Thank you.

Reservation Confirmation			
\$50 Damage Deposit collected:		Rental fee collected:	Date:
Clerk's Signature:		Receipt #	Date:

Accounting #: 100-00-48201



Community Room Check-out List

Organization Information

Organization Name:			
Name of Responsible Party:			
E-mail Address:			
Telephone	(H)	(W)	(C)
Mailing Address:			

Event Information

Purpose of Event (please check one):	<input type="checkbox"/> Meeting <input type="checkbox"/> Training <input type="checkbox"/> Conference <input type="checkbox"/> Social Event (birthday, baby shower, etc.) <input type="checkbox"/> Other (please explain):		
Were food and/or drinks served?	<input type="checkbox"/> No >> Please complete the Community Room section below <input type="checkbox"/> Yes >> Please complete the Community Room and Kitchen sections below		
Date(s) of Event:			
Start Time:		End Time:	

Community Room

Table tops clean?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Chairs clean?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Carpet clean? A vacuum, is available for your use. You will find it in the kitchen.	<input type="checkbox"/> No <input type="checkbox"/> Yes
If trash was generated, is it picked up and deposited in the dumpster behind City Hall?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Are all decorations and/or supplies removed?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Doors closed and locked?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Comments/Notes:	

Kitchen

Oven turned off?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Stove top turned off?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Oven clean?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Stove top clean?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Microwave oven clean?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Counter tops clean?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Sink clean?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Floor swept?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Table clean?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Trash picked up and deposited in dumpster behind City Hall?	<input type="checkbox"/> No <input type="checkbox"/> Yes
All food, beverages, supplies, etc. removed?	<input type="checkbox"/> No <input type="checkbox"/> Yes

Unless otherwise noted above, the Renter guarantees that the Community Room and/or Kitchen are clean, in good working order and undamaged.

Renter understands that the City of Altoona may apply any and/or all of the Damage Deposit to cover any and all expenses the City may incur for repairs and/or cleaning. Renter's responsibility shall not be limited to the amount of the Damage Deposit and will be invoiced for any and/or all costs incurred for repairs and/or cleaning.

Signature of Responsible Party

Date