

## Topic: Community Center Rentals

The Community Center is available for Parties, Anniversaries and Special Events with the exception of Monday's 8:00 am –4:00 pm. Be sure to plan early and confirm availability of Center prior to making plans at the Center; we fill up quickly. To ensure weekend availability for parties, regularly scheduled Saturday meetings must conclude by 12:00 pm. The maximum capacity of the Center is 122, with enough tables and chairs for 48 eight people. Rental Agreements not accompanied with your payment does not guarantee completion of reservation.

Renters need to be aware that the Community Center is the designated location for pool closures during inclement weather. We will do our best not to disturb your party/event until all children have been picked up by a parent.

**Reservations:** Reservations will be taken up to 6 months in advance. Fees must be paid within two business days of reservation booking. Reservations not paid within the two business day period will be removed from the calendar.

### Renter Responsibilities:

- Arrange for key pick up not more than **one week prior to your rental date.**
- **Responsible Party is liable for costs of any damages or lost equipment. Including the 75" LG 4K HDR TV, cable box and any other equipment associated with the TV.**
- It is the responsibility of the renter to move the tables and chairs, **with no damage to the floor**, as desired and return them to the original arrangement prior to leaving the building.
- Sweep floor, wipe down counters, sinks, tables, chairs, mop up spills, put tables and chairs back as found.
- If the Community Center is decorated for a Holiday it is the Renters responsibility to redecorated if decorations are removed.
- Responsible party is to check outside circumference of the building to insure all debris; i.e. empty cans, water bottles, candy wrappers, etc., are placed in the trash.
- Ensure the lights are off, doors are locked and key is returned.
- No smoking in the building.
- Smoking in designated area only (by picnic table in front) and at least 25 feet from an entrance door.
- No alcoholic beverages.
- **Grilling is *only* allowed out back (Southside) and at least 20ft away from the building.**

### Fees:

If you choose to make payment by check we require two separate check; rental and deposit. Please make check payable to the City of Benson. All organizations will be required to leave a \$100.00 check as a cleaning deposit.

**We reserve the right to keep either a portion or all of the cleaning deposit if the terms of this agreement are not met.**

Deposit checks may be kept on file for six months for repeat renters

- One time use deposit checks will be shredded if not picked up within seven business days of rental.
- Fee for Center:
  - Non-Profit Organization \$20.00
  - Private Party/Organization \$75.00

**Refund Policy:** Cancellations from 30 days prior to the reservation date will receive a full refund. Cancellations made no less than 14 days prior to the reservation date refunds will be given at 50% of the rental rate. Refunds will not be given for cancellations made less than two (2) days prior to the reservation date or after the reservation date has occurred. The afore mentioned applies to rescheduling reservation dates.

### Special Events:

If you would like to hold an event at the Community Center you may be required to provide the following as deemed necessary by the Recreation Coordinator or designee:

- Special Event Permit Application and Center Rental Agreement
- Certificate of Insurance and Endorsement
- Permit from the Health Department if you are feeding the public. Please keep in mind the Health Department requires at least a two week notice to issue a Health Permit.