



## Cleghorn, Iowa Community Center Rules and Regulations

All rules are subject to change.

- The person making the request to use the Community Center must be 21 years of age.
- All rental deposits (\$50) are due when reservations are made. An additional fee of \$25 is required if your party is larger than 50 people. The Community Center will be rented on a first come first serve basis. The date will be held for 72 hours. The deposit fee is needed immediately to ensure your requested date. Reservations will be accepted up to one year in advance. Priority will be given to the City of Cleghorn for sponsored events.
- Civic groups will be required to sign the rental contract to use the Community Center, with no deposits or rental fees charged.
- If small room and large room are rented the same day with 2 different parties, the restrooms and parking will be shared.
- The Community Center is to be left in the condition it was found, if you choose not to clean up after your event your deposit will not be given back.
- Table and free standing decorations are preferred. No thumbtacks, tapes, staples or glue will be allowed to attach decorations anywhere in building. Poster putty is encouraged for hanging decorations. Tables and chairs are not to leave the Community Center.
- NO smoking, rice, bubbles, silly string, bird seed, red or purple drinks, fog machines, smoke machines, or fireworks
- Any renter signing the rental contract will be responsible for any damages to the facility and its contents or missing items during their usage of the facility. Any cost will be deducted from the deposit fee. Any damages in excess of the deposit fee will then be immediately paid by the renter. This section shall also specifically apply to equipment or property owned by the City of Cleghorn. The City of Cleghorn will not be responsible for lost or stolen items.
- The renter may request access to the Community Center before the day of the event to set up and such, if the facility is not being rented already. We may add a small fee if you request this option. If you want to ensure you being able to set up the day before, you will need to rent the facility by doubling the fee.
- The Cherokee County Sheriff's Department may be notified by the City of Cleghorn for large events, and if alcohol is being consumed. The deputies shall be allowed to enter the Community Center at anytime to ensure the safety and welfare of the people within and the surrounding areas.
- All trash is to be tied up and put into appropriate receptacles. Please use dumpster on the westside of the building.
- Dish washing supplies are available for your convenience. If you use the dish cloths please leave used ones in the sink to be washed.
- A baby changing station is available in the women's restroom.
- Please vacuum and scrub if necessary

We thank you for choosing the Cleghorn Community Center for your event. We hope you will find it as warm and inviting as we have. Please contact Greta Petersen or Pam Wetherell if you have any questions. The policies set forth are regularly reviewed and revised as necessary. When making a reservation you will need to provide the following details:

- preferred date and time of event
- room(s) needed
- type of event
- number of persons
- special instructions or equipment needed (overhead projector, marker boards, etc.)

Please detach the bottom portion, sign and date that you have read and agree with the Cleghorn Community Center rules and regulations, and that you are responsible for the deposit fee.



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I have read and understand the Cleghorn Community Center Rules and Regulations.

Signature:

Date:

Thanks again for choosing Cleghorn Community Center.

Make checks payable to Cleghorn Community Center.

Send to:

Cleghorn Community Center

PO Box 92

102 W. Grace

Cleghorn, Iowa 51014