

## **MINTO COMMUNITY CENTER** **RENTAL POLICIES AND PROCEDURES**

1. Reservations will be on a first applied basis. A deposit is required to hold any desired date.
2. All rental fees shall include a damage deposit. The deposit will be returned if there are no problems found upon the final cleanup and inspection by Center staff. Any excessive cleanup cost or repair cost for property damage will be deducted from the damage deposit. In the event the cleanup or repair cost exceeds the deposit, the renter will be billed.
3. The keys for the Center are to be picked up at the Harvey Avenue Saloon during normal business hours.
4. Evening activities must end by 1:00 AM.
5. The Minto Community Center is designated as a Smoke Free Facility.
6. Youth activities must be chaperoned by adults and an identified adult chaperone must be in the building during the event.
7. User is responsible for setting up for all activities. When holding a large event such as a wedding, the day before the event shall be reserved for setting up and decorating with no additional charge.
8. User will not tape, staple, or attach materials in any way to the walls or the ceiling unless attached to cork board strips. No nails, screws, or other objects are allowed. The Center reserves the right to reject any decorations which may be in violation of the Minto Fire Code.
9. All decorations used must be removed immediately following the event.
10. The user is responsible for returning all tables and chairs to original locations.
11. If the kitchen is rented, instructions on the use of the kitchen are posted in the kitchen. The renter is responsible for proper cleaning of the kitchen immediately after the conclusion of the event. If the Community Center Committee determines that the kitchen was not properly cleaned, the damage deposit will be reduced by the cost of proper cleaning.
12. No repair work is to be done to the facility by unauthorized personnel.
13. If alcoholic beverages are to be sold, the user must contact a person licensed by the City of Minto.
14. If alcoholic beverages or beer are to be served and not sold, the user must provide insurance in the minimum limit of \$500,000 per claim.