

EARLHAM COMMUNITY CENTER RATE SCHEDULE

(Revised September 2008)

Refundable \$200 damage deposit due for all events at time of key pickup. This will be returned upon satisfactory inspection of the building and return of key to City Hall.

Rental fee, determined by the following schedule, is due at the time of the reservation.

NON COMMERCIAL RATES

GREAT ROOM

Civic Organizations, including churches, may not reserve the great room in advance, more than once per quarter. See rules under **other procedures**.

CHILDREN'S (14 & under) EVENTS: B-days, Skating, etc. 4 hours.....	\$25.00
FAMILY EVENTS, Anniversaries, Weddings, etc.....	\$150.00
½ GREAT ROOM.....	\$75.00
MEETING ROOM-4 hours @.....	\$25.00
additional hours @ \$5.00 per hour	
MEETING ROOM for civic organizations.....	no charge
Boy Scouts, Girl Scouts, 4H, etc. First come, first served basis.	

COMMERCIAL RATES

GREAT ROOM.....	\$200.00
½ GREAT ROOM.....	\$125.00
MEETING ROOM.....	\$50.00

Surcharge for all events serving alcohol. (**This is not a form of insurance of any kind.**).. \$50.00

Rental time for the Great Room is from Noon to 2:00 AM. Events must end by 2:00 AM, however the building must be left in the condition it was in when the renters arrived by 8:00 AM the day following the scheduled event. No items are to be left in the community center or on the surrounding property. Please refer to **cleaning checklist** for details. Rental fee applies to each day a room is reserved. If the Great Room is not in use, a renter may set up after 5:00 PM the day before a scheduled event at no charge. Setting up prior to 5:00 PM requires an additional day of rent.

Cancellation of reservations may be made with a full refund not less than 30 days prior to the event. Fees will be forfeited if reservations are canceled less than 30 days prior to the reserved date or dates.

In order to open glass hallway doors from the outside, the push bar latches must be disabled. Insert the allen wrench in hole below push bar on door frame, nearest where doors meet together. Wrench needs to feel like it has fit into a mating part. While holding down on push bar, turn wrench clockwise until it feels tight. This should hold push bar down, disabling door latch. If push bar doesn't stay down you may not have turned wrench in far enough, or you turned it the wrong way. You will need to repeat procedure on all glass hallway doors that you want latches disabled.

For problems or assistance call:

Connie Wilkinson, Building Manager.....	979-5903	Ed Hopkins, Board Chair.....	205-1501
Rita Oldre, Secretary/Treasurer.....	758-2725	Lauren Volz, Board Member.....	758-2487/205-8731
Verne Crabbs, Board Member.....	758-2610	Dee Lillie, Board Member.....	758-2769
Jackie Leckband, Board Member.....	758-2232	Phil Algreen, Board Member.....	758-2640
FIRE/RESCUE.....	911	Sheriff.....	462-3575

EARLHAM COMMUNITY CENTER, 150 EAST FIRST STREET 758-2590