



## WINDSOR HEIGHTS COMMUNITY CENTER GUIDELINES & INFORMATION

For more information please call: 515-645-6819

### Facility Hours

7AM – Midnight, 7 days a week.

### Maximum occupancy

- Full Space: 200 people
- 2/3 Space: 100 people
- 1/3 Space: 70 people

### Confirming a Reservation

Three things are required to confirm a reservation:

1. A completed Facility Use and Alcohol Responsibility Agreement
2. Rental Deposit:
  - a. 50% of total rental amount for Saturdays
  - b. \$100 for Sundays-Fridays.
  - c. Full payment is required if booking an event that is taking place within 60 days.
3. A credit card number to keep on file for the damage deposit.

### Payment

Payment can be made at City Hall (1145 66<sup>th</sup> Street, Suite 1, Windsor Heights, IA 50324) by cash, check, or credit card. Payment can also be made over the phone at 515-645-6819 by credit card. There is a \$2.50 processing fee for every credit card transaction. Full payment is required 60 days from the event date. All cancellations are nonrefundable.

### Cleaning

- The City has hired a cleaning contractor to come in after every event to check for cleanliness and damage.
- Using the City's cleaning contractor is required when a renter is serving alcohol and over 80 guests are present.
- Renters have the option of hiring the cleaning contractor to clean up after their event. Coordination of the cleaning contractor and payment is all taken care of by the City and will be included in your total rental fee.
- Renters also have the option to clean the facility themselves. All cleaning time should be included in the total rental time.
- Time needed to clean the facility must be included in the hourly rental fee.
- Costs to hire the cleaning contractor are found at the end of this document

## **Alcohol**

- No hard liquor is allowed in the facility.
- Using the City's cleaning service is required when over 80 guests are present and alcohol is served.
- If there is alcohol and over 150 people present, an off duty Windsor Heights Police Officer is required to be present for the event and the renter is required to use the City's cleaning service.
- Payment for the off duty officer must be made directly to the officer by means of personal check 30 days prior to the event. An invoice will be sent by the Windsor Heights Police Officers Association 60 days prior to the event.
- No cash bar service is allowed in the Community Center. All alcohol must be given away and is not allowed to be sold.
- Staff reserves the right to exercise discretion when determining if an officer is needed.
- A fee is charged whenever any alcohol is served in the facility, regardless of guest count.

## **Catering**

We do not have any restrictions on catering.

## **A/V Equipment**

There is a projector and screen included with the 2/3 or full space rental. There are also wireless microphones, an auxiliary port, HDMI and VGA cords, and cable television available for rentals in the 2/3 or full space.

## **Discounted Rentals**

Windsor Heights residents can receive a 25% discount and nonprofit organizations can receive a 10% discount to the rental fee. Only one discount can be applied. Discounts do not apply to daytime weekday rental prices or full day Saturday rentals. Rentals that fall on a holiday are charged at the normal rate regardless of the time of day. Proof of residency or nonprofit status must be shown to receive the discount.

Fees may be waived by the City Council for events in the Community Center on a special case basis for nonprofit organizations. This is based on the sole discretion of the Council, no fee waivers will be approved by City staff. Staff will put together the necessary paperwork and resolutions for consideration by the City Council. Please coordinate these requests with staff. A request must be made 30 days prior to the rental date.

## **Minimum Rental Times**

- 5 hours on Saturdays
- 2 hours on all other days

## **Equipment included with rental**

- 20 – 72" round tables
- 200 chairs
- If it is in the facility it is free to use.

### **Overnight Storage**

There is no overnight storage of equipment or personal items except for rentals from Friday at 8PM to Saturday at midnight. Any personal items left in the facility will be kept or thrown away.

### **Kitchen Information**

There are two kitchens in the facility.

- Concession Kitchen: comes with the 1/3 space rental.
- Catering Kitchen: comes with the 2/3 or full space rental

### **Decoration Guidelines**

Time needed to set up and take down decorations must be included in the rental fee.

- All decorations must be completely taken down at the end of the rental period.
- We encourage renters to use command hooks and 3M strips
- The following are prohibited
  - Tape
  - Thumbtacks
  - Nails
  - Open Flames (unenclosed table candles)
  - Rice
  - Fog machines
  - Fireworks
  - Glitter
  - Confetti
  - Silly string

### **Pavilion**

The City offers the pavilion on the southwest side of Colby Park for rental. There are electrical outlets and lights on the pavilion, but no AV system. Fees for the rental are found at the end of this document. The same guidelines and policies for the Community Center apply to the pavilion.

<b>Community Center Rental Fees</b>							
	<b>Hourly Rental Price</b>				<b>Cleaning Pricing Flat Fee</b>		<b>Alcohol Flat Fee</b>
<b>Space</b>	<b>Normal Rate</b>	<b>Windsor Heights Resident</b>	<b>Nonprofit</b>	<b>Monday - Friday, 7AM - 4PM</b>	<b>Normal Rate</b>	<b>Windsor Heights Resident</b>	
<b>1/3</b>	\$75	\$56.25	\$67.50	\$60	\$75	\$60	\$50
<b>2/3</b>	\$100	\$75	\$90	\$80	\$175	\$130	\$100
<b>Full</b>	\$125	\$93.75	\$112.50	\$100	\$250	\$190	\$150
<b>Pavillion (4 hour rental)</b>	\$50	\$37.50	\$45.00	\$50	NA	NA	NA
<b>Pavillion (full day rental)</b>	\$100	\$75.00	\$90.00	\$100	NA	NA	NA
<b>All Day Saturday, Full Space</b>	\$1,600	<i>No discount</i>	<i>No discount</i>	<i>No discount</i>	NA	NA	NA
<b>8PM Friday - Midnight of the Following Saturday</b>	\$2,000	<i>No discount</i>	NA	NA	NA	NA	NA
<b>Off Duty Police Officer</b>	\$50 / hour	\$50 / hour	\$50/hour	\$50 / hour	NA	NA	NA
<p><i>There is a \$50 administrative fee for every rental</i></p> <p><i>5 hour minimal rental time for Saturday rentals</i></p> <p><i>2 hour minimum rental on all other days</i></p>							

