



WINDSOR HEIGHTS COMMUNITY CENTER GUIDELINES & INFORMATION

For more information please call:
515-645-6819

Facility Hours

7 a.m. – Midnight, 7 days a week.

Maximum occupancy

Maximum occupancy is 200 people.

Confirming a Reservation

Three things are required to confirm a reservation:

1. A completed Facility Use and Alcohol Responsibility Agreement (available online and at City Hall)
2. Rental Deposit:
 - 50% of total rental amount
 - 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 in the following ways:

- by credit card on our website at www.cityofwindsorheights.org
- by credit card over the phone at 515-645-6819
- at City Hall (1145 66th Street, Suite 1, Windsor Heights, IA 50324) by cash, check, or credit card.

Cancellations

Refunds are only granted under extenuating circumstances after approval by the City Administrator.

Cleaning

The Community Center must be left in the condition that it was found.

Alcohol

- No hard liquor is allowed in the facility.
- An off-duty Windsor Heights Police Officer is required to be present for the event. 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 free to guests.

Catering

There are no restrictions on catering.

A/V Equipment

The following equipment is available in the space: a projector and screen, wireless microphones, an auxiliary port, and HDMI and VGA cords.

Waiver of Fees for Community Events

Fees may be waived by the Windsor Heights City Council for events in the Community Center on a special case basis for non-profit organizations. This is at the sole discretion of the Council; no fee waivers will be approved by city staff. Please coordinate these requests with city staff 30 days prior to the rental date.

Minimum Rental Times

Full day on Saturdays; 2 hours on all other days.

Furniture included with rental

- 20 – 72” round tables
- 200 chairs
- If it is in the facility, it is available to use.

Overnight Storage

No overnight storage of equipment or personal items will be allowed, except for rentals booked Friday evening to Saturday. Any items left in the facility will be disposed of.

Kitchen Information

There are two kitchens in the facility. A catering kitchen and a concession kitchen. Both are available for use if you rent the full space. Only the catering kitchen is available when renting the 2/3 space. Only the concession kitchen is available when renting the 1/3 space.

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 rent. There are electrical outlets and lights within the pavilion, but no AV system. The same guidelines and policies for the Community Center apply to the pavilion.

Community Center Rental Rates

	Non-Resident Rate	Resident/Non-Profit Rate <small>(Proof will be required)</small>
Saturday 7 am – Midnight	\$2,800	
1/3 Space Minimum 2 -hour rental	\$130 per hour	\$112 per hour
2/3 Space Minimum 2-hour rental	\$155 per hour	\$132 per hour
Full Space Minimum 2-hour rental	\$210 per hour	\$176 per hour
Pavilion 8-hour rental	\$100	\$75
Pavilion 4-hour rental	\$50	\$37.50