

**PELLA COMMUNITY SERVICES DEPARTMENT
FACILITY RENTAL POLICIES AND PROCEDURES**

CLASS A:

Private interest groups who are residents of the City of Pella and do not charge admissions and dues for their own purposes, businesses conducting in-house training for their own employees, meetings, and private parties. (i.e. graduation receptions, family reunions, business meetings or birthday parties) Fundraising efforts for non-for-profit organizations are also allowed under this class. (i.e. USA Swim Team Splash Bash, 501(c)3 fundraiser)

CLASS B:

Businesses or individuals conducting activities in which a fee or admission is charged or items are sold for income or profit. Meetings are commercial in nature including soliciting, transacting financial business, enlisting potential customers for later sales contact, etc. Non-residents of the City of Pella also fall within this category.

Rental Options	Class A (Price Per Hour Booked)	Class B (Price Per Hour Booked)
Aquatic Center & Indoor Pool		
Indoor fewer than 100 guests	\$100.00	\$120.00
Indoor 100 guests or more	\$120.00	\$144.00
Meeting Room	\$22.00	\$27.00
Outdoor Shelter	\$22.00	\$27.00
Main Pool	\$200.00	\$240.00
Adventure River	\$200.00	\$240.00
Entire Outdoor Complex	\$322.00	\$386.00
Birthday Party Rentals		
Includes: 10 youth & 2 supervising individual admissions); 12 Cupcakes from Cranberry Stone Bakery in Pella- (white, chocolate or mix.); Plates, napkins, tablecloths, & cups are provided. Must make reservation a minimum of two weeks in advance. A 30% non-refundable deposit is due at time of booking.		
	Resident	Non-Resident
Indoor - 2 Hour use of on deck Meeting Room	\$95.00	\$120.00
Available: Fridays: 3:45p-5:45p or 4:00p-6:00p, or Saturdays: 11:00a-1:00p or 12:00p-2:00p		
Outdoor -2 Hour use of canopied Concessions Area	\$95.00	\$120.00
Available during open swim.		

1. To rent either facility at the Pella Aquatic Center/Indoor Pool complex, call the Aquatic Center office at 641-628-1882 or stop in the office located at 602 E 8th Street. All rentals may only be reserved with the Aquatic Manager or Assistant Manager.
2. All scheduling will be done on a first come, first served, and one day less than a calendar year basis.
3. The Community Services Department reserves the right to decline a reservation to any organization or individual for any reason. Rental will only be made to an adult 18 year of age or older. Minor(s) access to the building without adult supervision during non-business hours is not allowed.
4. User fee is to be paid prior to use and received in the Aquatic Center Office within 3 business days after the reservation is made. The reservation is not confirmed until the fee is paid.

5. In the event the user needs to cancel the reservation, a minimum 3 business day notice is required.
6. The Pella Aquatic Center and Pella Indoor Pool may be rented after regular scheduled hours Mondays through Saturdays. City programming has priority over private rentals. This schedule varies by the season. No rentals will be allowed past 8:00 pm for the Aquatic Center.
7. The renter will be notified if the facility was left in unsatisfactory condition or if there was damage to the space.

Meeting rooms are equipped with tables, chairs, electrical outlets. The Aquatic Center does not provide any other equipment. Users are not to tape or attach posters or any other materials on the walls, doors or windows.

FOOD: Refreshments are allowed in the balcony area or the on-deck meeting room of the Indoor Pool or in the Concessions area of the outdoor Aquatic Center.

ALCOHOLIC BEVERAGES: No beer or other alcoholic beverages are allowed in any facilities available for rent, on the surrounding property or in the parking lots.

SMOKING: There will be no smoking or nicotine use in any facilities available for rent or on any City property including the parking lots.

SPILLS: Please notify Staff immediately of any spills.

BEFORE LEAVING THE RENTED SPACE

1. Collect all trash generated by your event and place in trash cans.
2. Remove any decorations.
3. Please put all tables and/or chairs back in their original locations.
4. Check with the Manager or Supervisor on duty prior to exiting the facility.