

**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)
Community Center – A 30% non-refundable fee is due at the time of booking.		
Auditorium (339 seats)	\$22.00	\$27.00
Use of Sound System	\$10.00	\$12.00
Use of Light System	\$10.00	\$12.00
Memorial Building (Meeting room-max occupancy 154)	\$22.00	\$27.00
Meeting Room (Room 206-max occupancy 90)	\$22.00	\$27.00

GAMES: The following games/items are available to rent for \$5 each per day or \$10 each for the week-end:

BEAN BAG TOSS	<input type="checkbox"/>	BOCEE	<input type="checkbox"/>
BROOMBALL	<input type="checkbox"/>	DODGE BALLS	<input type="checkbox"/>
FISHING POLES (10)	<input type="checkbox"/>	FOOTBALL BELTS (10)	<input type="checkbox"/>
GIANT DICE	<input type="checkbox"/>	GUNNY SACKS (5)	<input type="checkbox"/>
ICE SKATES	<input type="checkbox"/>	JENGE STACKER	<input type="checkbox"/>
KICKBALL	<input type="checkbox"/>	LADDER GOLF	<input type="checkbox"/>
PICKLEBALL-4 paddles-3 balls	<input type="checkbox"/>	SHUFFLEBOARD EQUIPMENT	<input type="checkbox"/>
4 SQUARE BALL	<input type="checkbox"/>	TUMBLE TOWER	<input type="checkbox"/>

The following items have a different fee:

PICKETBALL NET (1 DAY)	<input type="checkbox"/>	\$10
SNOW CONE MACHINE (3 DAY)	<input type="checkbox"/>	\$35
SNOW CONE MACHINE (1DAY)	<input type="checkbox"/>	\$15

A \$30 deposit is required on all rentals. Deposit will be returned if games/items are returned on time and in good condition with all parts.

1. To rent space in the Pella Memorial Building or to rent games, call the Pella Community Services Department at 641-628-4571 or stop by the office located at Community Center, 712 Union St. Ste. 104.
2. When booking the room, you need to include set up time and take down time.
3. All scheduling will be done on a first come/first serve and one day less than a calendar year basis.

4. 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, ages 18 or over. Minor(s) access to the building without adult supervision is not allowed. City programming retains priority over private rentals.
5. A 30% non-refundable fee is due at the time of booking. The remaining fee must be paid prior to use and received in the Community Services Department's Office within 3 business days before the reservation date.
6. In the event the user needs to cancel the reservation, a minimum three business day notice is required.
7. Codes for Pella Memorial Building rentals will be given when account is paid in full. The hex key for breaker bar is stored above the door. Insert hex key in hole on breaker bar, push in breaker bar and turn hex key until the breaker bar remains in. This will allow others to enter after you.
8. The renter is responsible for cleaning at the end of the rental, see below for list.
9. At the conclusion of the rental make sure breaker bar is in the out position and hex key is returned above door.
10. After exiting, make sure door is locked after you.
11. Renter will be notified if the facility was left in unsatisfactory condition or if there was damage to the space.

The meeting room is equipped with tables, chairs, and electrical outlets. Restrooms are available by the front doors. The Community Services Department does not provide any other equipment. Users are not to tape or attach posters, decorations or any other materials on the walls, doors or windows or to remove anything that is attached to or hanging on the walls.

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 (including vaping and e-cigarettes) use on City property including the rear parking lot or at the front entrance.

BEFORE LEAVING THE MEMORIAL BUILDING

1. Sweep floors, broom in closet in kitchen.
2. Put room back in original condition. Tables and chairs folded and placed on storage racks against the wall.
3. Check restrooms; turn off all water faucets and lights in restrooms.
4. Empty all garbage containers and place in totes outside back door. Replace garbage bags, extras located in closet in kitchen
5. Make sure breaker bar is in the out position and hex key is returned above door.
6. Turn off lights in the meeting room and hallways.