

# Hyattville Community Center (HCC) Building Use Policy

- Potential building or equipment users need to contact the Hyattville Community Center Activities Coordinator, \_(name, address, phone number or email address will go in here.) to schedule use. The Activity Coordinator will make sure the proper forms have been signed and that the event is posted on HCC calendars, the PO calendar, and the HCC website as necessary.
- Cleanup is the responsibility of those using the building(s) or grounds. Hiring of professional cleaners is the responsibility of the user. Deposits will be refunded once cleaning requirements are met. The building and grounds need to be cleaned within 24 hours after the event closes unless other arrangements are made with the Activity Coordinator.
- Deposit monies will be held by the Activity Coordinator until after the completion of the event and the proper inspections are conducted.
- Any local service group or non-profit organization may use the center at no charge unless heat is required in the big rooms (gym, lunchroom, & big side of bus barn).
- Use of large rooms (gym, lunchroom, and garage) in the winter (needing heat) will require a \$20 per day fee.
- **The Board does encourage donations for building and equipment use, if the party or organization feels a contribution to the community center is warranted.** A portion of each donation will be designated for the Hyattville Fire Department, to pay the heating costs of the garage.
- Funerals, public meetings, bridal showers, baby showers, community birthday parties, and other community events are exempt from rental fees, building deposit fees, and heat charges. A Building Use Agreement must be signed prior to any of these events.
- Use of the building for private parties such as weddings and family gatherings will require a rental fee of \$50 per day, with a \$100 refundable deposit. If alcohol is being served, the person(s) in charge will be required to provide HCC with proof of alcohol liability insurance and pay a higher deposit of \$350 refundable deposit. Community members currently making a commitment or willing to make a commitment (See Use Agreement Form) to the well-being of the HCC are exempt from the rental fee, but the \$100 refundable deposit will be applicable. If use is for winter time event, heat charges will apply. A Building Use Agreement must be signed prior to any of these events.
- Events not specifically covered in the last two paragraphs will be dealt with on a case-by case basis with the Activity Coordinator and/or the Board, if Board input is deemed necessary.
- Chairs, tables and benches being removed from the premises may be rented as per the current fee schedule. Equipment is to be returned within 24 hours of the event. Community members currently making a commitment or willing to make a commitment (See Use Agreement Form) to the well-being of the HCC are exempt from the rental fee, but the \$50 refundable deposit will be applicable. Deposits will be refunded once the rented equipment is returned and inspected.
- Other equipment owned by HCC and requested for loan will be discussed by the Board and fees and return times will be considered on a case-by-case basis.
- Cleaning and table storage instructions are posted in the kitchen of the Hyattville Community Center building and are available on a separate sheet that will be provided to the potential users.

**2006 FEE SCHEDULE:**

Private party rental	\$ 50
Deposit for private party use without alcohol	\$100
Deposit for private party use with alcohol	\$350
User is responsible for providing insurance	
Equipment rental deposit	\$ 50
Rental Fees	
Table Rental	\$5.00/ table
Chair Rental	.50/chair
Bench Rental	\$4.00/bench
Cost of other equipment rental	Determined by Board on a case-by-case basis