

RENVILLE COMMUNITY CENTER POLICIES/RULES

Policies

By action of the City Council, the following policies are in effect:

1. Zero tolerance for violence. (The police have the authority to close the dance)
2. No Smoking
3. Band will shut down at 12:30 a.m.
4. For profit dances will not be allowed.
5. If an incident occurs the community center will not be available to that party in the future

Responsibilities/Rules of Community Center

1. **Reservations** will be a first come basis. \$50 required for reservations made a year in advance to hold date. Balance due on key pickup day. The City of Renville has the right to refuse rental of the facility.
2. **Cleanup.** Cleanup costs are the responsibility of the users. Damage deposit will be used for cleanup if not adequately addressed. Deposit will be returned upon inspection and key return. Damage to facility will be charged to user if costs exceed damage deposit.
3. **No Smoking.** The Minnesota Clean Air Act (State Statute 144.414) prohibits smoking in public places which applies to the Renville Community Center. If the "No Smoking" regulation is not abided by and if the problem persists after two warnings, \$100 will be charged and subtracted from the damage deposit.
4. **Unauthorized Alcohol Use.** Community Center Events are only permitted alcohol use with a completed Alcohol Service Agreement utilizing the designated Alcohol Service Provider for the City of Renville and the Renville Community Center. Unauthorized alcohol use on Community Center grounds is subject to penalty and/or a citation under Renville City Code 10.01.00, 10.04.00, 10.22.00 (A), and 12.01.02. Items listed in these ordinances include but are not limited to 1) no alcohol consumption in public areas, parking lots or alleys and 2) no alcohol consumption by individuals under 21 years of age.
5. **Key.** The key is to be picked up at Renville City offices during normal office hours. The key is **NOT** to be duplicated.
6. **Maintenance.** (This item is for groups that are responsible for their own cleanup.) All supplies needed can be found in the Janitor's room, which can be accessed with the ballroom key. The maintenance of the facility is everyone's concern and the following rules listed below will be adhered to:
 - a. Floors are to be left in the manner in which they were found. If they are dirty, they should be mopped.
 - b. Tables are to be washed and dried and replaced in the manner in which they were found.
 - c. Hanging panel partitions are to be replaced in the manner in which they were found.
 - d. Rest rooms are to be monitored for maintenance and supplies and left in clean condition.
 - e. Dishes are to be washed and put away.

- f. Sinks are to be cleaned.
- g. Coffee pots and servers are to be cleaned and put away.
- h. All stoves, fans and lights are to be turned off.
- i. Each group is responsible for their garbage and must replace the bags. Garbage bags are located in the Janitor's room or kitchen. Garbage is to be placed in receptacle located outside by the alley. There is no charge for garbage disposal.
- j. The renting party will be responsible for the cleaning and returning to the storage area any extra tables or chairs that were used.
- k. Furnish your own dish cloths and towels.
- l. Clean up of grounds is the responsibility of the rental party.

7. All Renters

- a. Be sure that all doors are closed and locked when finished with event.
- b. Please do not use scotch tape, duct tape, or thumb tacks on painted walls, floors, or divider walls. Poster sticker/gum or painter's tape is suggested.
- c. Please do not attach balloons, streamers, etc. to the light fixtures.

8. Alcohol. Liability Insurance shall be carried by the renter and liquor shall be served by the approved provider. It is the renter's responsibility to confirm dates and details with provider.

- a. The liquor provider must be contacted at least 30 days in advance in order to schedule bartenders to provide a full service bar for dances and receptions. If the provider is unavailable, event can be held without alcohol or the renter may choose to cancel the event and will be refunded any fees paid. The City of Renville will not be held responsible if liquor provider is unavailable.
- b. It is the renter's responsibility to insure that no liquor, beer, wine coolers or mix is brought into the event.
- c. No underage drinking.
- d. Bar shut down at 12 midnight.
- e. All city ordinances and state laws are to be adhered to.

9. Security.

- a. Security is recommended but optional.
- b. Rental party is responsible for the behavior of all invited guests (including children). If there are persons that attend the event that were not invited and not welcomed – **unless the rental party contacts the Police Department to have them removed**, the rental party is responsible for any damage that may occur.
- c. If problems occur, a written notice will be sent to that person(s) stating that they are banned from attending any events for a period of time because of the incident.

10. Curfew. The curfew ordinance is 10:30 p.m. All minors must be in the building or under adult supervision outside after 10:30 p.m.

11. Banning Guns. For your information, Minnesota statues allow private parties to prohibit firearms in leased space in City buildings. If you choose to prohibit firearms you must follow all the requirements of the law. Requirements are available upon request.

12. Recycling. The Community Center encourages recycling. Recycling receptacles are available for the renter's usage.

13. Dishwasher Usage. The automatic dishwasher may be used by the renter. Soap dispensing is automatic, so no additional soap is necessary. The dishwasher must be emptied after usage and sprayed out with the hot baskets removed. The strainer sink is to be removed from the soiled dishes section of the dishwasher and cleaned. The dishwasher interior lift baskets are to be removed and cleaned and the internal lever must be lifted so that water is allowed to drain out of the machine when finished.

RENTAL POLICIES

Responsibilities and rules of the RCC are to be adhered to. The Community Center is an excellent facility and with proper care will be a building to be proud of for many years to come. Basically, leave the place the way you found it and all of your damage deposit will be returned to you. Thank you for your cooperation.