

Jimmie O. Rector Community Center
FEE STRUCTURE & REGULATIONS

WEEKDAYS 9:00 AM TO 5:00 PM	AFTER 5:00 PM, WEEKENDS & HOLIDAYS
Total Area \$25/hr.	Total Area per hour \$ 40
Kitchen Fee \$20	Minimum of 4 hrs \$160
	Kitchen fee \$ 30
Multipurpose Room \$20/hr	Multi-purpose Room per hour \$30
Kitchen Fee \$20	Minimum of 4 hrs \$120
	Kitchen fee \$30
2 Meeting Rooms \$15/hr	2 Meeting Rooms \$20/hr.
Kitchen Fee \$20	
1 Meeting Room \$10/hr	1 Meeting Room \$15/hr.
Kitchen Fee \$20	
Kitchen \$12/per hr	Kitchen Fee \$30/hr.

20% discount with proof of residence with current city bill within 45 days

1. \$50.00 deposit required on all facility reservations; must be made at least 2 weeks before rental (applies toward rental balance). Balance of the event must be paid in full at least 7 business days before the event. All hours for decorating, the event, clean-up, or a request for extra time rented must be consecutive (we do not split hours).
 2. A \$150 clean-up deposit is required. The clean-up deposit will be returned by mail after the event if the building and/or kitchen is clean. Renters must clean up after the event. Renters cannot forfeit the cleaning deposit due to not wanting to clean up after the event. Trash is to be bagged & placed in dumpster; floor swept and spills are to be mopped. Cleaning supplies and trash bags are provided.
Do not put away any furniture.
 3. The facility should be reserved at least 2 weeks in advance (rentals made less than 2 weeks in advance are subject to staffing availability).
 4. The facility cannot be reserved more than 6 months in advance.
 5. If deposits have been made & cancellation is made at least 2 weeks in advance of rental date, a refund will be issued.
 6. An off-duty police officer will be required for all parties/dances for youth 12 years and up. Renters will pay \$25 in cash per hour directly to the officer at the beginning of the rental. PARD will be responsible for scheduling the officer. An officer may also be required at other events at the discretion of the PARD.
 7. Chaperones (minimum of 6) for children/s/teen parties or dances will sign in at front desk.
 8. Absolutely **NO ALCOHOL OR DRUGS** allowed on the premises.
 9. **No glitter is to be used when decorating for your event.**
 10. **NO SMOKING** in building. Please smoke on the back porch outside the kitchen door.
 11. Renters have access to the building 1/2-hour before and 1/2-hour after their event.
 12. Use only the part(s) of the building you have rented. Respect room dividers. An adult should supervise children at all times.
 13. Dimensions: Multi-purpose room is 57' wide x 58' long; Total area is 57' wide x 80' long; Stage is 37' wide by 11' deep (front to back curtain). Room A is 29' x 19'; room b is 28' x 21'.
 14. Kitchen fee will be charged for uses of kitchen including microwave, sinks, stove, warmer, and refrigerator. Renter will supply all necessary pots, pans, eating and serving utensils & materials, cups, napkins, table paper, etc.
 - Set up instructions must be submitted at least **TWO** weeks prior to the event.
 - **The responsible party booking the rental must be present throughout the entire rental time.**
- * Available equipment 6 foot tables, 8 foot tables, chairs, microphone, podium, ice machine, refrigerator, large coffee pot. *List subject to change.*

Signature: _____

Date: _____