

Lamoni Community Center Reservation

Rules and Regulations

- The facility is for the use and enjoyment of all persons residing in the community and their guests.
- This is a animal, smoke, and alcohol-free facility. Violations are subject to reprimands and may result in (1) cancellation of the activity; (2) loss of rental and deposit and fees; and (3) loss of future privileges.

Please help us take care of this Center by following these rules:

1. All functions must be arranged and approved by the Center Director prior to the event date.

Rental fees:

Kitchen/Dining Room (North Rm.)	\$55.00
Dining Room (N. Rm.)	\$35.00
Lounge (East Room)	\$30.00
Entire Facility	\$75.00

2. The rent and a refundable deposit equal to the rental fee shall be paid before the time of the event. The deposit shall be refunded after the event, upon return of the key, if it has been determined that the building and its content has not been damaged, and the rules and regulations were followed.
3. A key, projector, and laptop are available for pick-up before your event.
Key color _____ Projector _____ Laptop _____
4. Tables and chairs are available for your use. You are responsible for your own set-up. Extra chairs and tables are located in the dining room closet.
5. The thermostats are at an energy saving setting—65 degrees for heat and 72 degrees for air conditioning. Please note that if you want to change the settings it will take a little time for the room to adjust to the new temperature.

Checkout procedures:

6. All areas of the facility to be used, along with equipment, dishes, utensils, etc. shall be cleaned and returned to their proper location and condition. Vacuum cleaner, mop, and broom are located in the furnace room (across from women’s bathroom) while dish soap (under sink) and dishtowels (in drawer) are kept in the kitchen.
7. Chairs and tables wiped cleaned and left in an orderly fashion with chairs pushed in. Extra chairs are to be put back on the racks in the dining room closet and damp towels spread out in kitchen to dry.
8. Trash from the receptacles used by your group shall be bagged and deposited in the garbage cans outside the rear west door. Extra trash bags are located in the kitchen drawer labeled “garbage bags.”
9. Check and turn off all the lights i.e. main rooms, bathrooms, hallways, closets, and entryways.
10. Check and close all water faucets.
11. Secure the building by checking and locking all doors and windows.
12. All persons must vacate the building with or before the renter.
13. If you observe equipment that is not operating properly, please report it to the Center Director.

I have read the above rules and regulations and agree to abide by them:

Signed _____ Event: _____

Center Director _____ Date: _____

Checks Payable: Lamoni Community Center, 108 S. Chestnut, Lamoni, IA 50140, Business #641.784.6742