

THE RAPIDS CITY COMMUNITY CENTER

Maximum Capacity 190 Guests

The Rapids City Community Center fees are as follows for all events effective January 1st, 2018:

**MAJOR /SPECIAL EVENTS AND WEDDING RECEPTIONS
ALL DAY RENTALS**

Rapids City Residents		Non-Resident	
Rental Fee.....	\$250.00	Rental Fee.....	\$250.00
Damage/Security Deposit.....	\$150.00	Damage/Security Deposit.....	\$250.00

**HOURLY EVENTS
FOUR (4) HOUR MINIMUM RENTAL**

Rapids City Residents		Non-Resident	
Rental Fee.....	\$30.00/hour	Rental Fee.....	\$40.00/hour
Damage/Security Deposit.....	\$150.00	Damage/Security Deposit.....	\$250.00

**NON-PROFIT ORGANIZATION EVENTS
ALL DAY RENTAL**

Public		Private	
Rental Fee.....	\$0.00	Rental Fee.....	\$150.00
Damage/Security Deposit.....	\$150.00	Damage/Security Deposit.....	\$150.00

INSTRUCTIONAL CLASSES

\$11.00/hour

DISCOUNTED RATE FOR RAPIDS CITY RESIDENTS ONLY

This discount applies only to a residents of the Village for an event in the immediate family.
(Mother, Father, Grandparents, Children, Brothers, Sisters)

All non-profit organizations must show current proof of non-profit status.

Decisions regarding possible exceptions to the above rates and categories will be the responsibility of the Village of Rapids City.

****Liquor Liability Insurance information is available at the Village Office. You may use your own insurance company but MUST have Rapids City as an additional rider on the policy. A copy of the policy must accompany the contract. If there is alcohol without dram insurance secured, we reserve the right to vacate the premises immediately and will not rent the facility to the person on the agreement again.

If you have questions concerning the Community Center call the Village Office during regular business hours by calling 309-496-2321. Please **do not** contact Village Staff at home or on personal time concerning the Community Center.

RAPIDS CITY COMMUNITY CENTER

The following guidelines and suggestions are being presented to help both you and the Community Center achieve the maximum pleasure from your activity.

RULES AND REGULATIONS

1. Maximum Capacity of the Community Center is 190 people.
2. Signed contract for facilities and refundable damage/security deposit will be made at time of booking. Please refer to the contract for explanation of damage/security deposit.
3. Ten (10) days prior to your event, the following must be on file with the Village office:
 - a. Finalized time of event.
 - b. Check for facility rental.
 - c. If alcoholic beverages are to be served a Certificate of Liquor Liability Insurance stating the renter name, Rapids City as the Village of Rapids City Community Center as additional insured, the in minimum policy in the amount of \$1,000,000.00.
4. Un-insulated containers such as horse tanks are prohibited.
5. Bounce houses are prohibited.
6. When using the kitchen, you will need to plan for items such as:
 - a. Cleaning supplies-soap, dish towels, paper towels, etc.
 - b. Ice and/or coolers-if beverages being served require them.
 - c. We also ask that outside cookers (grills, rotisseries) be placed on the upper parking lot outside, with a drip pan.
7. NO staples, tacks, or nails for decorations. Any damage to walls is an automatic forfeit of damage/security deposit.
8. All trash must be removed from the building. (This includes bathroom, entry, kitchen, and main hall)
9. All chairs and tables are to be cleaned and stacked neatly as they were found.
10. Floors must be dust mopped and wet mopped in bathrooms, entry, kitchen, and main hall.
11. The Community Center will not be responsible for lost or stolen items. It will also be your responsibility to arrange for the removal of any items left on the premises after your activity.
12. We ask that all persons, DJs, bands, etc., disperse at 12:00 a.m.
13. The police will lock at 12:30 a.m. if instructed to do so.
14. If renting during the hours the Village Office is closed and you have an issue with the Community Center during your rental please contact the Hampton Police Department via the Non-Emergency number for assistance, the phone number is 309-496-1923.
15. During air-conditioning and heating seasons, all outside doors will **BE KEPT SHUT, NO EXCEPTIONS.** If doors are found open your security deposit will not be returned.

Special Events: A gathering of more than one hundred(100)persons for the purpose of carnivals, music concerts, rallies, sporting events and other similar events determined by the Village Board to fall within this definition. Family gatherings, such a family reunions shall not be considered a *Special Event*.

The Village Clerk will notify the Chief of Police and give all information concerning *Special Events*. The Village Clerk will notify the Fire Chief and give all information concerning *Special Events*. If it is determined that security will be required for a *Special Event* it will be the responsibility of the renter or organizer of the *Special Event* to contact the Hampton Police Department for security at 309-496-9123.

If you have questions concerning the Community Center call the Village Office during regular business hours by calling 309-496-2321. Please **do not** contact Village Staff at home or on personal time concerning the Community Center. Your comments and suggestions are welcome.

RAPIDS CITY COMMUNITY CENTER

Helpful reminders and musts:

BEFORE YOUR EVENT:

- Rental paid in full at least 10 days before event date.
- Any questions concerning rental should be gone over at the time of payment.
- Insurance must be provided before the day of event, OR NO ALCOHOL!!!!!!.
- If you have questions on how to use the kitchen equipment please ask.
- Doors are to remain closed if heat or air conditioning is on.
- Make sure you use dolly to move the chairs that are stacked.
- Make a list of all kitchen supplies needed for your event. (Paper towels, kitchen linens, etc.)
- All day rentals must EVERYONE must be out of the building by 12:00 A.M.; this includes the band or D.J..

Reminder: This is a NON SMOKING FACILITY and NO FIRE ARMS are allowed on property!!!

AFTER YOUR EVENT:

- Be sure to gather up personal property and to remove from the building.
- All garbage must be taken OUT TO THE DUMPSTER (this includes kitchen and bathrooms).
- All paper, decorations, balloons, etc., must be removed from the facility.
- Spills, messes wiped off of the chairs and tables.
- Dust mop and wet mop the floor after use with provided solution and equipment.
- Clean up bathrooms also.
- Walk through to make sure you have not forgotten anything. The Village is not responsible for lost or stolen items.

After your event, a Village Employee will inform you if your deposit will be returned or if the Village will be retaining the damage deposit.

WE WOULD LIKE TO THANK YOU FOR USING THE RAPIDS CITY COMMUNITY CENTER. WE HOPE THAT YOU WILL TAKE PRIDE IN THE USE AND CARE OF THIS FACILITY AND SURROUNDING GROUNDS, LIKE YOUR HOME AWAY FROM HOME!!!!!!

*****Please do not block access door to Village Hall*****

If you have questions concerning the Community Center call the Village Office during regular business hours by calling 309-496-2321. Please **do not** contact Village Staff at home or on personal time concerning the Community Center.

**RAPIDS CITY COMMUNITY CENTER
KEY USE AGREEMENT
FOR CONTRACTUAL RENTERS**

There will be one key issued per organization. In the event you may lose this key, please notify the Village immediately. **This key cannot be copied under any circumstances.** If additional keys are needed, the Village will supply up to two additional keys. We will need a deposit of \$10 per additional key. In the event the keys are not returned, you will forfeit the key deposit.

ORGANIZATION NAME

PERSON RESPONSIBLE FOR GROUP

Name

Phone Number

Address

City, State, Zip

Signature

If you have questions, please call the Village Office during **regular** business hours by calling 309-496-2321. If renting during the hours the Village Office is closed and you have an issue with the Community Center during your rental please contact the Hampton Police Department via the Non-Emergency number for assistance, the phone number is 309-496-1923.

Thank you,

Village of Rapids City
President, Board and Staff