

THE RAPIDS CITY COMMUNITY CENTER

Maximum Capacity 190 Guests

The Rapids City Community Center fees are as follows for all events effective May 1st, 2023:

MAJOR /SPECIAL EVENTS AND WEDDING RECEPTIONS ALL DAY RENTALS

Rapids City Residents		Non-Resident	
Rental Fee.....	\$300.00	Rental Fee.....	\$400.00
Damage/Security Deposit.....	\$150.00	Damage/Security Deposit.....	\$250.00

HOURLY EVENTS FOUR (4) HOUR MINIMUM RENTAL

Rapids City Residents		Non-Resident	
Rental Fee.....	\$36.00/hour	Rental Fee.....	\$48.00/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.....	\$180.00
Damage/Security Deposit.....	\$150.00	Damage/Security Deposit.....	\$150.00

INSTRUCTIONAL CLASSES

\$13.00/hour

DISCOUNTED RATE FOR RAPIDS CITY RESIDENTS ONLY

This discount applies only to a resident 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 Board of Trustees.

**** LIQUOR LIABILITY INSURANCE ****

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 10 days prior to the rental date.

The Village of Rapids City has enrolled in a program that allows the Renter of the Village of Rapids City Community Center, to secure cost-effective liability insurance, which provides protection for you as well as the municipality. The GatherGuard program provides a general liability policy written in the name of the Renter as a tenant user of a municipal facility or venue. Third-party property damage coverage is also provided.

The Village of Rapids City is registered in the GatherGuard program through the National League of Cities (NLC) and HUB International New England via Intact Insurance. Please use the below information to obtain a quote at www.gatherguard.com.

<u>Member</u>	<u>Venue Name</u>	<u>Venue Address</u>	<u>Venue Code</u>
Village of Rapids City	Rapids City Community Center	1204 4 th Avenue	0501-1525

Simply answer the questions about your event. When prompted enter the venue code. The next step is to purchase your policy. Once purchased a copy of the policy will be sent to the Village of Rapids City email. We recommend you retain your copy of the policy for your records. If you have additional questions pertaining to the insurance or policy, please contact (844)747-6240.

If there is alcohol without the proper insurance secured, we reserve the right to vacate the premises immediately, retain the damage/security deposit and Rapids City 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 your guests achieve the maximum pleasure during your Community Center 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's name, Rapids City and 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 such as 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 Rock Island Sherriff's Department via the Non-Emergency number for assistance, the phone number is 309-794-9111.
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.
16. If there is alcohol without the proper insurance secured, we reserve the right to vacate the premises immediately, retain the damage/security deposit and Rapids City will not rent the facility to the person on the agreement again.

Special Events: A gathering of more than one hundred (100) people 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 as 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(s) it will be the responsibility of the renter or organizer of the *Special Event* to contact the Rock Island County Sherriff's Department for security at 309-794-9111. Additional insurance may be required for all Special Events.

If you need the Wi-Fi password for your event please let Village Officials know prior to your event.

If you have questions concerning the Community Center call the Village Office during regular business hours by calling 309-797-9111. **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 the event date.
- Any questions concerning rental should be gone over at the time of payment.
- Insurance must be provided 10 days 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 a dolly to move the chairs that are stacked.
- Make a list of all supplies you may need for your event. (Paper towels, kitchen linens, cleaning supplies, etc.)
- All day rentals must EVERYONE must be out of the building by 12:00 A.M.; this includes the band or D.J..
- For your invitations you will use 1204 4th Avenue, Port Byron for the address of the Community Center for Google Maps users or the proper address of 1204 4th Avenue, Rapids City for all other platforms.

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

AFTER YOUR EVENT:

- Be sure to gather all 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 and messes are to be wiped off of the chairs and tables.
- Dust mop and wet mop the floor after use of the facility with provided solution and equipment.
- Wipe down the bathroom mirrors, sink and hand dryer before vacating the facility.
- 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*****

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