



Oakes Community Center Facility Use Policies and Procedures

We are proud to be able to provide this facility for your use. Please take a few minutes to review our policies and procedures. Any exceptions to these policies and procedures must be pre-approved by City Council or Building Maintenance staff and communicated accordingly. Please direct your questions to the City Auditor's Office at 742-2137. (The City of Oakes reserves the right to refuse to rent to any party that violates the terms of the agreement, policies or procedures.)

GENERAL INFORMATION

- Any person at least 18 years of age, or any organized group may reserve this facility.
- All applications, alcohol permits, and any "special use" requests are subject to review and approval by City Council.
- The responsible party shall incur all costs and be responsible for damages and all claims arising from their use of the facility. The responsible party will also receive any refund due after the event.

FORMS and RENTAL CONFIRMATION

- Rental Agreement – Paperwork including signature of responsible party and payment of deposit and rental fees must be paid prior to the reservation date.
- One- Day Alcohol Permit – required when alcohol is present at private event. (Must be at least 21 to apply)
- Special Event Permit – required if alcohol will be sold at facility (Seller must complete application and have valid required licensing)
- Notification-Special Permission – required for live music, animals or special equipment, etc. and special organization arrangements approved by council.

GENERAL RESTRICTIONS

- A. Events or activities to be attended by a majority of persons less than 21 years of age are required to have one (1) responsible adult over the age of 21 in attendance for every ten (10) persons under 21. The responsible adult is to be present at the community center during entire operation hours.
- B. The Community Center is a smoke free building. Smoking is NOT allowed inside. You may smoke outside the community center but must be at least twenty (20) from the entrance or windows. It is a class B misdemeanor for a minor (under 18) to smoke, use or possess cigarettes and tobacco products.
- C. No charge for the following: Blood Drives; City Related Meetings; Elections; Memorial Day Events; Veteran's Day Events; Oakes Parks & Recreation Programs; Government Entities; School Sponsored Events or Activities; Daily Walking for Residents.

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EQUIPMENT

- A. Applicant is responsible for room setup and takedown. *(Clean-up is to be completed immediately after your event.)*
- B. All tables should be returned to their original location.
- C. Under no circumstances shall chairs, tables, or other equipment belonging to the City of Oakes be removed from the facility unless agreement has been signed. Sitting/walking/standing/dancing on tables is prohibited.
- D. Functions held at the Community Center that include a request to use the kitchen facility, refrigerator, freezer or silverware/utensils will require applicants to check with City staff prior to your event to assure availability of inventory needs.
- E. Electrical appliances i.e. coffee/crock pots, roasters etc. may be utilized for food service. Please use common sense to not overload the circuits with these appliances. Circuit breakers are located in the furnace room in the event of an overload.

GENERAL CONDITIONS OF USE

- A. CLEAN UP – *(Immediately following event.)* All floors should be swept and mopped, tables wiped down prior to putting away, restrooms left tidy, outside of building inspected, and all garbage placed in appropriate outdoor containers (located outside east door.) *Please leave the facility as clean as you found it.*
- B. Set-up and clean-up charge will be \$20.00 per hour per City Employee.
- C. Decorations may be put up with scotch or masking tape. No staples, duct tape, nail, or tacks are to be used in the Community Center without prior approval from the City. No helium balloons are allowed in the gymnasium, applicant will be responsible for any removal costs or damage caused.
- D. Any cost to repair damage(s) to the facility shall be the responsibility of the applicant.
- E. Animals are not allowed inside the facility without prearranged agreement.
- F. All exterior doors are to remain closed; alarm will sound if they are kept open. Contact the City Maintenance employee if temperature controls need to be adjusted. Heat & Central Air thermostat is locked and not to be tampered with. Please inform the City Auditor Office of any special needs prior to your event.

Various groups utilize the Community Center each week. The City employees will perform weekly and if necessary daily overall clean up, inventory of supplies and general inspection of equipment etc. to assure that the Community Center is kept in clean, orderly and safe for all patrons. It is important that you conduct a spot check of the community center room prior to and immediately following your event. It is expected that the equipment and community room will be left in as good or better condition. If there are any damaged or dirty areas noted prior to and following your event please call 742-2137 immediately and leave a detailed message.

Initial Inspection/Cleanup-Closing checklist is provided with each confirmation of rental and posted at the community center for your reference.

**OAKES COMMUNITY CENTER FACILITY USE
INITIAL INSPECTION & CLEANUP/CLOSING CHECKLIST**

***Cleaning supplies are located in janitor's closet next to women's bathroom**

AT THE TIME OF CHECKOUT:

- Wipe off all counter areas and tables used
- Return tables & chairs to original location
- Clean any used cookware, utensils, etc.
- Rinse all used dishtowels and leave on kitchen sink to dry
- Empty all garbage to outside dumpsters (on east side of building)
- Clean up any heel/shoe marks on floor
- Sweep and wet mop floor
- Tidy bathrooms, assure toilets are flushed
- All lights are turned off
- All doors are secured and locked