

# SALIX COMMUNITY CENTER RENTAL

## POLICY AND PROCEDURES

- Contact City Hall to advise when doors should be unlocked for your event. **Someone MUST remain onsite during the timeframe allotted as doors will lock/unlock automatically.** If other arrangements are needed (such as setting up earlier) you may request a key fab from City Hall.
- Maximum Occupancy: 330. The firemen's training room (behind accordion doors) is off limits unless prior arrangements have been made.
- The facility is smoke free. Smoking is allowed outside the building in marked areas. Please use the cigarette butt containers provided for disposing of any cigarettes.
- Keg beer is not allowed on the premises. Alcohol may be consumed on the premises but may not be sold.
- DO NOT affix decorations to any surface of the community room. Decorations may only be attached by tack pins to the corkboard tack strips. NO CONFETTI (it clogs the floor sweeper/cleaners and causes issues).
- Rental includes the use of facilities, table and chairs. Do not sit or stand on tables. All tables and chairs must be wiped down and put back in the storage room after use. Tables and chairs may not be taken outside of the facility.
- Please bring your own kitchen supplies. Some supplies you may need might include:

Paper Towels/Napkins	Dishware/Glassware	Drink Pitchers
Dish Towels & Rags	Cutlery & Serving Utensils	Plastic Wrap/Aluminum Foil
- Garbage Bags are available atop the refrigerator. Please place garbage in the dumpster located behind fire station at the rear east side of the building. The garbage lid is locked but can be lifted for garbage bags to fit in container. \*\*NOTE: The "white" dumpsters located in the parking area are for recyclables only.
- The thermostat is set conservatively. If you need to adjust the temperature, please return the thermostat to its original setting before leaving.
- A broom and dustmop is in the storage room. If needed, a mop bucket is also located in the storage room. Please use cold water only on the floors – no soap as it can deteriorate the floor's finish.
- No rental to anyone under 21 years of age.
- Disorderly or illegal conduct will result in termination of events and closing of the facility.
- The cleaning deposit will not be refunded if failure to leave the Community Center as you have found it is not met.

If you have any questions, please contact Salix City Hall at 946-5645 Monday – Friday. If you require assistance on the weekends, you may call one of the following:

Jan Hubert at 712-490-1781 or Bob Brouillette 712-253-5565