

Mountain House Community Services District

Community Rooms Use and Reservation Policies and Guidelines

Effective September 14, 2022



251 E Main Street

Mountain House, CA 95391

TEL 209-831-2300 · FAX 209-831-5610

Email: mhcsdrecreation@sjgov.org

Community Rooms Use and Reservation Policies and Guidelines

This handbook describes the established rules, regulations, procedures, and fees governing the use of Mountain House Community Services District Community Rooms.

Thank you for considering the Mountain House Community Services District (District) for your next business, family, or personal gathering or event. The District's Recreation Department administers the allocation and reservation of District-owned and operated indoor and outdoor facilities.

The District recognizes the importance of providing safe, well-maintained, and aesthetically appealing facilities to all users. The policy provided herein reflects this philosophy, as well as the District's desire to provide an outstanding quality of life through park amenities and facilities.

Please carefully review the policies contained in this handbook prior to submitting your request for community room usage. Your Community Room Rental Application includes an Acknowledgement Form that you must sign to signify that you (and/or the representing organization) have read and understood the information and policy herein.

Rental rates, deposits and other fees are listed in **Exhibit 1** to this document.

Contact information for the Recreation Department:

District office:	251 E Main Street, Mountain House, CA 95391
District business hours:	Monday – Friday: 8:00 am – 5:00 pm; closed noon to 1:00 pm
Phone:	209-831-2300
Fax:	209-831-5610
District website:	mountainhousecsd.org
Check availability online:	https://secure.rec1.com/CA/mountain-house-community-services-district/catalog
Email:	mhresrvations@sjgov.org

RESERVATION PROCESS

To hold an available date for a community room reservation or special event on public property, the following must be submitted through our website <https://www.mountainhousecsd.org/about-us/public-documents-and-forms>. You will find the forms under the Recreation Tab.

- APPLICATION:** Completed Community Rooms Use Application. The application must be submitted by a person twenty-one (21) years of age or older.
- POLICIES ACKNOWLEDGMENT:** Signed Acknowledgement Form – Mountain House Community Services District Community Rooms Use and Reservation Policies and Guidelines
- APPLICATION FEE:** *Non-refundable* Permit Application Fee
- SECURITY/ALCOHOL DEPOSITS:** Payment of rental security and alcohol deposits, if applicable

The following requirements are due ***no later than 30 calendar days before*** the reservation date:

- USE FEES:** Payment of room rental fees and other applicable fees and charges: room attendant, janitorial services, use of tables and chairs
- INSURANCE:** Upload Insurance Certificate outlined in insurance requirements; alternatively the certificate may be mailed or hand-delivered to the District. Regardless of method of delivery, the certificate but must be received by the District no later than 30 days before the reservation date.
- ADDITIONAL REQUIREMENTS:** Submit additional requirements or supplemental permits required as conditions of your permit (e.g., copies of ABC license, County Health Permit, security guard contract, vendor contract, etc.); documents may be mailed or hand-delivered to the District. Regardless of the method of delivery, documents must be received by the District no later than 30 days before the reservation date

When all requirements have been met, the District will approve and issue a **COMMUNITY ROOMS USE PERMIT**. An ***Approved*** Community Rooms Use Permit status indicates that all reservation requirements and full payment have been submitted and approved.

If the above obligations are not met, the District reserves the right to consider the event cancelled and subject to the stated **Cancellation & Refund Policy**. The District also reserves the right to cancel the contract and release the Community Rooms. **Submittal of an application does not guarantee that the reservation request has been authorized.**

The community rooms listed below are available for rent. Rental rates and other fees are listed in **Exhibit 1** to this document.

Room	Maximum Capacity	Comments	Access
TH-1	79	Located outside the Library entrance; no parties, amplified music, food, or alcohol	A room attendant will meet you at the location at the time of your reservation. They will give you access to the reserved areas and will answer any questions you may have. You will not have access to the room before or after your reservation time.
Town Hall Boardroom	172	No food or alcohol allowed	A room attendant will meet you at the location at the time of your reservation. They will give you access to the reserved areas and will answer any questions you may have. You will not have access to the room before or after your reservation time.
Town Hall Lobby	100	Not available during Town Hall business hours	A room attendant will meet you at the location at the time of your reservation. They will give you access to the reserved areas and will answer any questions you may have. You will not have access to the room before or after your reservation time.
Firehouse Community Room	45	911 Tradition St, adjacent to the Fire Station	Email mhcsdrecreation@sjgov.org three business days prior to your reservation for the code to the door. This room is only available from 8:00 am – 10:00 pm daily. Reservations may be made 7 days prior to the event. Reservations may be made for a minimum of 2 hours.
Annex	300	Old Library building	A room attendant will meet you at the location at the time of your reservation. They will give you access to the reserved areas and will answer any questions you may have. You will not have access to the room before or after your reservation time.
Central Lobby	101	Available only after Library is closed	A room attendant will meet you at the location at the time of your reservation. They will give you access to the reserved areas and will answer any questions you may have. You will not have access to the room before or after your reservation time.
Plaza	369	Available only after Library is closed	

HOURS OF USE

- With the exception of the Firehouse Community Room, and the Town Hall lobby and Plaza area, rental hours for Community Rooms are 8:00 am to midnight, 7 days a week, excluding Thanksgiving, Christmas Day, and New Year's Day. The Firehouse Community Room is available from 8:00 am to 10:00 pm, 7 days a week, excluding Thanksgiving, Christmas Day, and New Year's Day. The Town Hall lobby is not available during Town Hall business hours and the Central Lobby and Plaza are available only after the Library is closed for the day.
- Exceptions for rentals outside of the hours listed above may be approved by the General Manager, or their designee, as a condition of the permit.
- If requesting to set up the night before the event in a Community Room, the reservation will be booked and charged up until 10:00 pm that evening (or the reservation end time, whichever is later), and then starting at 8:00 am the morning of the reservation.
- Reservations on District Holidays are contingent upon staff availability and shall be charged Weekend Rates.

GENERAL INFORMATION ON RESERVATIONS

1. With the exception of the Firehouse Community Room, the minimum rental reservation period is four hours. The minimum rental reservation period for the Firehouse Community Room is two hours.
2. Rental hours of use must include the amount of time needed for use, including setup and cleanup.
3. Refunds are not given for hours not used.
4. The rental must be vacated by the time specified on the approved Community Room Application form.
5. Reservations must be made a minimum of 30 days in advance. No exceptions will be granted for this policy.
6. Civic Organizations will be allowed to use one of the District's facilities once a month for one hour at no charge, subject to availability. See the **Civic Organizations** section below.
7. Community Rooms tours are available during business hours, respecting the privacy of other Community Rooms users and renters using the Community Center, and are based upon staff availability. Contact the Community Facilities Division at (209) 831-2300 or mhcsdrecreation@sjgov.org to schedule a 15-minute appointment.

BOOKING PRIORITY

Identification	Definition	Booking Period Starts
District Sponsored Programs	Activities organized by Mountain House CSD	18 months prior to the event
Mountain House Non-Profit Organizations	Mountain House Groups that have obtained 501(c)3 status as a charitable organization	12 months prior to the event
Residents	Individuals residing within District boundaries holding private events not open to the public	10 months prior to the event
Non-Profit Organizations	Groups that have obtained 501(c)3 status as a charitable organization	8 months prior to the event
Non-Residents	Individuals not residing within District boundaries holding private events not open to the public	8 months prior to the event

Commercial	Companies, groups, or individuals holding events (social, business, educational, or profit-making) for their own private use	8 months prior to the event
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Specific organizations use facilities and fields on a regular, consistent basis; therefore, they require advanced planning to ensure that fields and facilities are available to reliably develop their organizations that benefit Mountain House for their day-to-day planning needs of providing a program to the community. For organizations established within Mountain House for more than five years, the MHCS staff will work with these organizations to ensure their availability needs are met by establishing a priority process for each organization's needs. Staff will do their best to meet every organization's needs if scheduling conflicts occur.

ALLOCATIONS AND SCHEDULING

- Requests for the use of facilities are addressed on a first-come, first-served, and as-available basis according to the booking priorities above.
- Only the designated organization representative(s) listed on the District reservation account or in the Memorandum of Understanding (MOU), or other legal agreement with the District, will be permitted to book facilities for their affiliated organization. Other individuals must receive permission in writing from the organization representative to reserve facilities for the organization or under the organization's name.
- The District reserves the right to cancel any event as deemed necessary for all participants' safety and in the Community Rooms' best interest.
- The District will not grant use of its facilities to any individual or group, political or otherwise, that advocates the overthrow of the government of the United States of America or the State of California by force, violence, or any other unlawful means; or to any individual or group, political or otherwise, that discriminates because of race, religious creed, color, national origin, ancestry or sex.

COMMUNITY ROOMS USE PERMIT CONDITIONS

- Reservations may not be transferred, assigned, or sublet.
- The applicant is subject to all conditions listed on the Community Rooms Use Permit.
- Requests for activities beyond the scope of a traditional Community Rooms reservation must be included as part of the Community Rooms Use Application, and approved activities must be listed as conditions of the Community Rooms Use Permit (see **Special Permits & Requirements**).
- Community Rooms users must have a copy of their Community Rooms Use Permit on hand during each reservation and must be prepared to present it to District staff or law enforcement/security staff on demand. Community Rooms users without permits may be asked to vacate the Community Rooms.
- The District reserves the right, on a case-by-case basis, to add conditions or modifications to the Community Rooms Use Permit.

AMENDING THE PERMIT

- Changes to the reservation must be made in writing, a minimum of 3 business days in advance, but in no case later than noon on the Wednesday prior to the reservation.
- Changes to a rental date may be considered a cancellation and re-booking if amendments are made within the range of when cancellation fees would be assessed. (See **Cancellation & Refund Policy**)

GROUND FOR PERMIT DENIAL OR REVOCATION

- The District reserves the right to deny an allocation request in order to accommodate a District-sponsored/co-sponsored program or special event.

- The District reserves the right to refuse to grant the use of its facilities to any person or group if such use is deemed to be contrary to the best interest of the District and/or its residents.
- A request may be denied or a permit canceled on the grounds that the applicant has previously had a Community Rooms Use Permit revoked in the Mountain House Community Services District or another jurisdiction for a violation of permit conditions or failure to fulfill any use requirement by the established deadline, including, but not limited to, the payment of Community Rooms fees or extra fees.
- Permits may be cancelled for failure to adhere to policies outlined in the Community Rooms Reservation Handbook, as presented herein, or as contained in the Mountain House CSD Code of Ordinances. **Failure to uphold the conditions of an approved Permit may result in the immediate revocation of the permit, with no refund of use fees.**

APPEALING PERMIT DENIAL OR REVOCATION

Applicants shall have the right to appeal to the Recreation Commission a permit denial, permit condition, the Recreation Department's refusal to waive the filing deadline, or the General Manager's decision pertaining to fees or insurance coverage. Notice of appeal shall be filed with the Recreation Department Director stating the grounds for appeal.

An appeal to the Board of Directors' decision or a decision of the Recreation Commission must be filed no later than 12:00 noon on Monday, a week preceding the Board meeting, to be placed on the next regular meeting's agenda. Regular meetings of the Mountain House Community Services District Board are scheduled on the second Wednesday of each month at 7:00 pm in the Boardroom 251 E Main Street, Mountain House, CA 95391.

REFUNDS FOR CANCELLATIONS

The person listed as the applicant on the Community Room reservation form must provide cancellation/change requests in writing. Emails submitted from the applicant's email address are acceptable. Refunds will be processed as follows, based on the date of written notification prior to the rental date:

90 days or more	89-61 days	60-31 days	30 days or less
No penalty	50% of the fees and deposit collected	75% of the fees and deposit collected	100% of the fees and deposit collected

PLEASE NOTE: On occasion, it may be necessary to reschedule, relocate or cancel a previously approved request. In this event, the group or individual will be given as much advance notice as possible.

Exception: If the event is cancelled by the permit holder or the District due to inclement or extreme weather conditions, full credit will be issued to the permit holder's account to apply to another park/picnic area use within 12 months of the permitted date.

DEPOSIT

For all rentals, a refundable deposit is due at the time that the application is submitted. The deposit is refundable, subject to the provisions of the **REFUNDS FOR CANCELLATIONS** section above, if there are no violations of the Community Rooms Use Policy and/or additional cleaning required or damages to the Community Rooms and keys returned promptly.

Setup and take down are the sole responsibility of the applicant and must be done within the rental time agreed

upon in the rental agreement.

GENERAL REGULATIONS AND INFORMATION

1. The room must be vacated by the time noted on your approved rental application.
2. Parking is allowed only in designated parking spots in front of the building, on local streets, or in the District parking lot. Vehicles parked illegally will be cited and/or towed.
3. There are tables and chairs available to rent for your function. Indicate whether you will need such furniture or equipment on the Rental Application. The use of tables may decrease the maximum room capacity. See Exhibit 1 for the fees.
4. There are bathrooms located at each facility. Porta potties may be required, depending on the amount of anticipated attendance.
5. There is a commercial kitchen in the Town Hall building available to rent for additional fees. See Commercial Kitchen Use Agreement for more information.
6. Storage is not available either before or after use.
7. An alcohol permit and additional alcohol insurance coverage is required for the consumption, serving, and/or sale of alcoholic beverages. See additional information in the **USE OF ALCOHOL** section below.
8. The use of generators is prohibited indoors. Generator use in the Plaza area must be preapproved.
9. **SMOKING IS PROHIBITED** inside all district buildings and within 20 feet of any district building door or operational window.
10. Children must be supervised at all times. All attendees must remain in the rented room during the event.
11. No access to the stairwell or elevator when using Town Hall Facilities
12. No access to the vehicle bay when using the Firehouse community room.
13. No food or drink is allowed outside the rented room.
14. It is prohibited to paste, tack, glue, or post any sign, placard, advertisement, or inscription or to erect any sign in the facility. You may use blue painter's tape to hang decorations during your event, but everything must be removed prior to your departure.
15. Requests for exceptions to the policy must be submitted in writing no less than ten (10) business days prior to the rental date and receive written approval from the General Manager or designee.
16. Live animals are not permitted inside the Mountain House Community Service District buildings, with the exception of certified services animals. Farm animals of any type are not allowed. This includes but is not limited to horses and ponies.
17. Inflatable structures, tents, dunk tanks, and climbing walls are not permitted inside Mountain House Community Services District buildings.
18. Staff will not distribute or promote information on events held in our facilities
19. The renter, as indicated on the Rental Application, agrees to be present for the duration of the event as listed on the approved permit.
20. Host organization or private renter hereby assumes complete financial responsibility for the use of the facility. If damages exceed the amount of the cleaning/security deposit, the user shall reimburse the Mountain House Community Services District for repair or cleanup costs.
21. The renter shall be responsible for removing all equipment and property brought in by the user.
22. The renter shall ensure adherence to facility seating and assembly capacities.

PAYMENT INFORMATION

1. All fees are required at the time the application is submitted.
2. Deposits will be refunded within 30 days after rental completion providing there are no violations of

the Community Room Use Policy and/or excessive cleaning needed or damages to the Community Room facilities.

3. Payment can be made by credit card, check, or money order.
4. Checks or money orders must be payable to **Mountain House Community Services District**.

INSURANCE CERTIFICATE

For all rentals, applicants shall provide Mountain House Community Services District with a valid Certificate of Liability, including the endorsement page written through carriers acceptable to Mountain House Community Services District. Such certificate shall provide bodily injury and property damage liability protection at a **minimum of \$1,000,000 per occurrence**. The applicant must be specified as the insured. If the use of alcohol is approved, you must include "**Alcohol Coverage**" in the policy (see the **USE OF ALCOHOL** section below). The certificate shall name the **Mountain House Community Services District** as an "**additional insured**" in conformance with the hold harmless agreement as outlined in the application and must specify that the applicant's insurance shall be **primary to any insurance carried by the Mountain House Community Services District**. The certificate shall be properly executed with the original signature of the authorizing agent of the insurance company. The insurance is due at least seven business days prior to rental use.

CIVIC ORGANIZATIONS

The following Mountain House civic organizations will be allowed one hour of use each month free of charge. The organization must provide insurance for the requested rental days. In the event of violations of the Community Room Use Policy and/or cleaning required or damages to a community room, the Community Services District reserves the right to revoke the organization's complementary one-hour rental allowance.

- Kiwanis
- Rotary
- Girl Scouts
- Boy Scouts

USE OF ALCOHOL

Possession or consumption of alcohol is prohibited in all District facilities without a Community Rooms Use Permit and Alcohol Deposit on file. The following criteria have been established by the Parks, Recreation and Special Events Committee by which permits will be granted or denied:

- Restricted to sites with restroom facilities on site
- Not to exceed six (6) hours of total Community Rooms usage
- Restricted to beer and wine; distilled spirits are not permitted at any time
- Must have an alcohol permit and deposit on file

Alcohol served and/or sold at a function held in a District Community Room requires an Alcohol Deposit and a Host Liquor Liability endorsement to the user's General Liability insurance.

Alcohol sold by any means (selling tickets, cost in the admission price, donations, or charging a sponsor fee) also requires the user to obtain a Mountain House Community Services District Business License and an Alcoholic Beverage Control (ABC) Liquor License. Both requirements must be on file with the Parks and Recreation Division before the renter is issued an Approved Community Rooms Use Permit with alcohol permit conditions. Security guards are required as a condition of an ABC license, 1 security guard per 150 guests. (See **Security Guards**)

AMPLIFIED SOUND

A permit is required for the use of amplified sound in the facility. Upon granting a permit to use any amplified sound system, the District may impose reasonable restrictions concerning the location of the sound system and

the maximum decibel level for the sound system. Amplified sounds will not be permitted in the Plaza or Central Lobby during Library hours.

BBQ GRILLS / COOKING TRAILERS

Use of private BBQs is not permitted in the district facilities. Requests to use a larger BBQ cooking trailer must be submitted in writing or on the rental application. Such requests will require a detailed Event Map, including trailer location and description of fuel source, size, and type. Approved BBQ cooking trailers must be placed in an approved designated area at least 20 feet from the nearest tent or structure and supervised at all times to prevent injury to bystanders.

CONCESSIONS AND MERCHANDISE SALES

The sale of items in any District facility is prohibited without a permit from the Reservations Department. Community Rooms users interested in selling merchandise or food and beverage items at their event held at a District park or Community Rooms must request authorization to do so in writing, obtain a permit from the Recreation Department, and obtain a product liability endorsement as part of the insurance certificate. (See **Vendors**)

The District may deny a permit application if the sole purpose of the activity is advertising or sale of any product, goods, wares, or merchandise and is designed to be held for private profit and not for First Amendment expression.

COUNTY HEALTH PERMIT

If you are selling or serving food to the general public and are not cooking in an approved kitchen, including the District Community Rooms, you may be required to obtain a County Health Permit. A Temporary Event Health Permit Application can be obtained from the San Joaquin County Environmental Health Department website: <http://www.sjcehd.com/docs/TEMPORARY%20EVENT%20APPLICATION.pdf>

EVENT MAP

If an event is expected to have over 150 attendees, an event layout map is required, which requires additional time to process. The District reserves the right to place additional requirements on the event use permit.

COMMUNITY ROOMS ELECTRICAL ACCESS

Any and all access to District electrical units must be requested in writing from the Community Facilities Division. The District reserves the right to impose restrictions on electrical access due to outlet load capacities. Approved access from the District will be noted on the Community Rooms Use Permit.

GENERATORS

Applicant must specify the size, type, and intended location of each generator to be used. The District reserves the right to impose restrictions on the use and placement of equipment. Some generators may require additional permit applications and fees.

INFLATABLE STRUCTURES

No inflatable Structures will be allowed inside the District facilities.

MOBILE STAGES

The size, type, and placement of any mobile stage or platform must be approved by the District as a condition of the permit.

RECYCLING PROGRAM / BINS

The Mountain House Community Services District contracts refuse and recycling collection services from West Valley Disposal. Groups conducting large public events in District facilities are requested to contact the West Valley Disposal to develop a refuse and recycling plan for their event. It is the renter's responsibility to dispose of the recyclables.

SECURITY GUARDS

Security guards may be required as a condition of a Community Rooms Use Permit at the discretion of the San Joaquin County Sheriff's Department. Events requiring an ABC license for alcohol must have one security guard per 150 attendees. The applicant must include a copy of the security guard contract with the Community Rooms application packet.

STREET CLOSURES

Street closures are not permitted for private events on public streets. Requests for street closure for parades, fun runs, and other special events will be considered on a case-by-case basis, are contingent upon Transit schedule and needs, and may be subject to additional fees and conditions as determined by the District. Processions generally do not require street closures but require a permit and may be subject to additional permit conditions.

TENTS / BOOTHS / CANOPIES

All events with tents or canopies are required to complete an additional form. Tents are defined as having walls; canopies are defined as having no walls. Tents larger than 400 square feet and canopies larger than 700 square feet will require a Tent Permit and inspection by the Community Development Department on the day they are set up (additional permit application and fees may apply). Tents and canopies must be adequately weighted; no grass stakes are permitted. Tents/booths/canopies are only allowed in the Plaza area.

VEHICLE ACCESS

No vehicles may be driven on any District Facility. Including golf carts or mule-type vehicles. Additionally, it is unlawful to ride or drive any horse or other animal or any motorized vehicle, cycle, go-cart, or scooter other than on the roads or drives provided for such purpose.

A request must be submitted in writing to the Parks and Recreation Division, and upon approval, specific conditions of vehicle access and applicable fees will be added to your permit. **Approved requests will be restricted to loading and unloading ONLY**, and a limited number of "Temporary Access Passes" will be issued for the event. The pass must be displayed on the dashboard of the vehicle at all times and is valid only for the date, time, location, and event as indicated on the pass. Violators will be cited and fined appropriately.

VENDORS

If you would like to host a vendor(s) during your rental, submit a written request to the Parks and Recreation Department. Each vendor must be in possession of a business license and liability insurance. Additional conditions may apply to food vendors. **Tents/Booths/Canopies** policy applies. (See **Concessions & Merchandise Sales**, p. 15.)

The District may deny a permit application if the sole purpose of the activity is advertising or sale of any product, goods, wares, or merchandise and is designed to be held for private profit and not for First Amendment expression.

The Mountain House Community Services District reserves the right to refuse to grant use of District's facilities to any person or group if such use is deemed to be contrary to the best interest of the District and/or its residents.

Community Rooms Fee Schedule

ROOM RENTAL FEES

Weekend * Hourly rate (minimum booking hours apply)				
	Non-Profit	Residents	Non-Residents	Commercial
TH-1	\$40.00	\$60.00	\$80.00	\$100.00
Boardroom	\$50.00	\$70.00	\$90.00	\$110.00
Town Hall Lobby	\$50.00	\$70.00	\$90.00	\$110.00
Central Lobby	\$50.00	\$70.00	\$90.00	\$110.00
Plaza	\$50.00	\$70.00	\$90.00	\$110.00
Firehouse	\$20.00	\$40.00	\$60.00	\$80.00
Annex	\$100.00	\$120.00	\$140.00	\$160.00

Weekday Hourly Rate** (minimum booking hours apply)				
	Non-Profit	Residents	Non-Residents	Commercial
TH-1	\$20.00	\$30.00	\$40.00	\$50.00
Boardroom	\$25.00	\$35.00	\$45.00	\$55.00
Town Hall Lobby	\$25.00	\$35.00	\$45.00	\$55.00
Central Lobby	\$25.00	\$35.00	\$45.00	\$55.00
Plaza	\$25.00	\$35.00	\$45.00	\$55.00
Firehouse	\$10.00	\$20.00	\$30.00	\$40.00
Annex	\$80.00	\$100.00	\$120.00	\$140.00

* Weekend hours: From 5:00 p.m. Friday to Sunday at midnight

** Weekday hours: From 8:00 a.m. Monday to 5:00 p.m. Friday

REFUNDS FOR CANCELLATIONS

The person listed as an applicant on the Community Room reservation form must provide cancellation/change requests in writing. Emails submitted from the applicant's email address are acceptable.

Refunds will be processed as follows based on the date of written notification prior to the rental date:

90 days or more	89-61 days	60-31 days	30 days or less
No penalty	50% of the fees and deposits collected	75% of the fees and deposits collected	100% of the fees and deposits collected

ADDITIONAL FEES

Permit Application Fee.....	\$35.00
Special Event Application Fee Non-Profit	\$75.00
Special Event Application Fee Commercial	\$150.00
Alcohol Permit.....	\$100.00
Room Attendant	\$28.00 per hour

Chairs.....\$1.00 per chair
 Tables.....\$5.00 per table
 Base Janitorial Fee.....See table below
 Additional Janitorial (see description below).....\$45.00 per hour

BASE JANITORIAL FEE	Weekday	Weekend
TH-1	\$60.00	\$90.00
Boardroom	\$100.00	\$155.00
Town Hall Lobby	\$100.00	\$175.00
Central Lobby	\$100.00	\$175.00
Plaza	\$100.00	\$175.00
Firehouse	\$30.00	\$30.00
Annex	\$100.00	\$175.00
Chairs & Tables Cleaning	\$55.00	\$55.00

ADDITIONAL JANITORIAL

If any additional janitorial cleaning is necessary, you will be charged the above additional hourly rate. This will include but is not limited to spilled food, scuff marks on walls, and handprints on windows.

DEPOSIT

For all rentals, a refundable deposit is due at the time that the application is submitted. The deposit is refundable, subject to the provisions of the **REFUNDS FOR CANCELLATIONS** section above, if there are no violations of the Community Rooms Use Policy and/or cleaning required or if damages to the Community Rooms. Setup and take down are the sole responsibility of the applicant and must be done within the rental time agreed upon in the rental agreement.

The renter is required to leave the facility clean and all trash and debris must be bagged and placed near the door for the staff to remove.

	DEPOSIT
TH-1	\$100.00
Boardroom	\$200.00
Town Hall Lobby	\$200.00
Central Lobby	\$200.00
Plaza	\$200.00
Firehouse	\$100.00
Annex	\$200.00