FRUITLAND COMMUNITY CENTER
Rental Information

104 Sand Run Road
PO Box 97
Fruitland, IA 52749
Phone: (563)264-1748
Fax: (563)264-6043
cityoffruitland@machlink.com

The City of Fruitland Community Center is a city-owned and managed facility. Facility reservations are available to the public for activities and programs that meet the needs and interests of the community. The City of Fruitland has established appropriate rental fees based upon costs of maintenance, utilities, supervision, and other direct costs. The rules and regulations have been developed to ensure that facilities are used in a responsible manner and that the public investment in these facilities is adequately safeguarded.

Community Center Rental Fees	**Community Center (Small Room)**
Fruitland Resident Rental Fee - $100	Fruitland Resident Rental Fee - $50
Fruitland Resident Deposit - $75	Fruitland Resident Deposit - $50
Fruitland Resident Deposit with Alcohol - $150	Fruitland Resident Deposit with Alcohol - $75
Non-Resident Rental Fee - $200	Non-Resident Rental Fee - $100
Non-Resident Deposit - $100	Non-Resident Deposit - $50
Non-Resident Deposit with Alcohol - $200	Non-Resident Deposit with Alcohol - $100

For Benefits or Celebration of Life; No rental fee is required, but a deposit must be paid. (Fruitland citizens only)

Local Non-Profit Organizations and benefits may be given the lowest rate at the discretion of City Staff. The lowest rate is the Fruitland Resident rate. (please see chart above) This fee may be waived if the function will directly benefit the citizens of Fruitland. These organizations must pay a deposit.
Final call to be made by city staff.

Donations to the City of Fruitland are appreciated but not required.

RESERVING THE FACILITY

- A rental agreement between the City of Fruitland and the individual renting the Community Center must be signed and the deposit must be paid before a reservation will be granted. Reservations are given on a first come, first serve basis. The City Clerk cannot hold a requested date without a deposit and signed rental agreement.
- The individual signing the contract agreement will be held liable for clean-up and any damage to the facility.
- Reservations for use of the facilities shall be made at City Hall.
- The key should be picked up at City Hall during normal business hours (M–F, 9–5) and will not be given out if the rental fee has not been received. Return the key by placing it in the drop box outside the front door of the building. Loss of key will result in loss of deposit. **All deposit checks will be deposited when received.** Deposit refunds will be made within two weeks.

CANCELLATIONS

- Cancellations made 7 – 14 days ahead of the reservation will result in loss of half of the rental fee.
- Cancellations made less than 7 days ahead of the reservation will result in loss of the entire rental fee.

FACILITY GUIDELINES

- Maximum capacity for the large room is 155 people. Maximum capacity for the small room is 50 people.
- There are 16 - 6-ft x 3-ft tables with 6 chairs each in the large room. There are 8 – 6-ft x 3-ft tables with 6 chairs each in the small room. Contact the City Clerk if you need additional tables & chairs.
- The event may not go past **1:00 a.m.** You must be off of the premises by this time.
- Noise level must be kept to a tolerable level as described in the city nuisance ordinance (12:00 am Fri & Sat; 10:00 pm Sun – Thursday). Complaints will not be tolerated.
- City nuisance ordinances will be enforced for those attending all functions at the Community Center. These ordinances are available for viewing at City Hall.
- Any disrespectful behavior toward city staff or officials by any member of the rental party or their guests will result in the forfeit of deposit and the possibility of refusal of future rentals.
- There is a TV with MPW basic cable and a DVD player mounted on the wall. This is available for your use.
- You may have a bounce house under the condition that we receive proof of insurance listing the City as an additional insured. Water slides/Water features that will damage the property are not permitted.
- NO red-colored drinks are allowed.

ALCOHOLIC BEVERAGES

- Wine, champagne and beer are permitted with proper deposit. NO hard liquor is allowed.
- Selling wine, champagne or beer is not allowed. Red beverages are not allowed.

FIRE & SAFETY REGULATIONS

- Smoking is not permitted in the building. Smokers should use the receptacles outside of each entrance for butts. Renters are expected to pick up butts left outside the entrances and in the parking lots.
- Fog machines are not permitted.
- Fire exits must not be blocked.
- A list of all Fire Extinguisher locations is posted in the entry way of the main lobby.
- An Emergency Evacuation plan is posted in the entry way of the main lobby.

DECORATIONS

- Painter's tape may be used to secure decorations or signs inside the facility. PLEASE DO NOT use any other kind of tape, nails, staples, or thumbtacks.
- NO birdseed, rice, confetti, or glitter can be used inside the building.

USE OF KITCHEN EQUIPMENT

- The Senior Resources Meal site has supplies in several designated cupboards near the refrigerator. Please DO NOT USE any of the materials in these cupboards.
- You are welcome to use anything else in the kitchen. Included are: refrigerator, stove, microwave, dishwasher, 16-quart roaster, 18-quart roaster, two 7-quart crock pots, hand mixer, 42 cup coffee pot, carafes, pitchers, plates (100), cups, glasses (100), flatware (100), knives, kitchen utensils, trash bags, dish rags and dish towels. All items must be clean and returned to their place in the cupboards, except for the dish rags and towels, which should be placed in the designated bin. There is also a Pepsi vending machine ($0.85) you may use.

CLEAN-UP

- A clean-up check list will be given to the renter. ALL ITEMS LISTED ON THE CHECK LIST MUST BE DONE TO RECEIVE A REFUND OF THE DEPOSIT. This list is also posted in the kitchen of the Community Center.
- The key must be placed in the drop box outside the front door after the event. Loss of key will result in loss of deposit.
- **An inspection will be made after each rental party. The deposit will be forfeited if the Community Center is not left in the same condition as it was found.**

CLEAN-UP CHECK LIST

CLEAN-UP REQUIREMENTS:
All trash must be removed and placed in the dumpster in the far corner of the back parking lot.
All decorations must be removed including any tape used to hold up the decorations.
Refrigerator and microwave must be empty and clean.
Stove and oven must be turned off, empty and clean.
Dishwasher must be empty and all dishes and utensils put in their proper location.
All roasters, crock-pots and coffee pots must be clean and put away.
Counter tops must be clean.
Dirty towels should be placed in the designated bin.
All flooring must be vacuumed and/or swept. Floor must be mopped if a mess has been made. There is a mop located in the closet between the bathrooms.
All tables must be wiped down. Tables and chairs must be put back in their original configuration. See posted diagram.
Bathrooms must be clean and trash emptied. If there are two parties, the last party to leave must check to make sure bathrooms are clean and trash has been emptied.
All lights and ceiling fans must be turned off.
The outside perimeter of the building must be clean of all debris. If there are two parties, the last party to leave must check to make sure the perimeter is clean.
Cigarette butts MUST be placed in the receptacles outside of each door.
Doors must be locked (you must use the tool hanging on the bulletin boards to lock/unlock the doors) and the key placed in the drop box outside the building's entrance. If there are two parties, the last party to leave must check to see that all doors are locked.
Immediately following your event, remove any directional signs you have placed along roadways.

ANY ITEMS THAT ARE NOT DONE SATISFACTORILY WILL RESULT IN FORFEITURE OF THE SECURITY DEPOSIT.

Place the key in the drop box outside the building's entrance before you leave.

LOSS OF KEY WILL RESULT IN LOSS OF DEPOSIT

Problem?

Call Kathie (563)260-7521 or Becca (563)506-1700