

COMMUNITY ROOM RESERVATION FORM

DATE _____

NAME _____

GROUP REPRESENTED _____

ADDRESS _____

TELEPHONE _____

DATE REQUESTED FOR RESERVATION _____

TIME REQUESTED FOR RESERVATION _____

DEPOSIT REQUIRED PAID _____ CHECK _____ CASH _____

A \$50.00 deposit and a \$25.00 usage fee are required for the rental of the room. Upon satisfactory inspection of the facility by the City Administrator, the deposit will be returned in full. In the event the key is not returned immediately, the garbage is not removed from the facility, floors are not vacuumed, tables and counters not cleaned, or any violation of the smoking and/or alcohol clause of the policy, the deposit will be retained as penalty.

By signing below, the above listed person or organization agrees to abide by the attached policy or be subject to the appropriate consequences. It is also understood that the City of Nora Springs and the Nora Springs Library is not responsible for persons, property, or accidents that may occur while the facility is in private use.

DATE _____

Approved by:

DATE _____

Deborah J. Gaul
City Administrator

CITY OF NORA SPRINGS

Community Room Policy

(July 1st, 2010)

1. A \$50.00 cleaning and damage deposit and a \$25.00 usage fee are required for the booking of the room. The cleaning/damage deposit will be returned upon a satisfactory inspection of the facility by the City Administrator. The \$25.00 usage fee will be retained for the use of the room. Please make the two payments separate. If the damages or cleaning requirements exceed the deposit, City Hall will initiate the collection of the appropriate fees. The deposit, whether by cash or check will not be deposited until such a time is necessary pending the inspection of the room. This procedure will allow immediate return of the deposit if the inspection is satisfactory.
2. Reservation can be made at City Hall. The City Council and the Library Board will be given first priority in the event the date requested for booking is already reserved by the City Council or the Library Board.
3. The key for the room may be picked up at City Hall between the hours of 7:30 am and 4:30 pm with the exception of the hour of 12:00 pm to 1:00 pm, Monday through Friday. In addition, a demonstration of the proper way to lock and unlock the lobby doors is required.
4. The key must be returned immediately through the drop box into City Hall located in the entry way or in person on the next working business day. In the event the key is not returned within 2 days of the event, the deposit may be retained as a penalty.
5. **LIGHT REFRESHMENTS ONLY.** All trash and garbage must be sacked and removed from the facility by the individuals or group renting the room. If the garbage is not removed the deposit may be retained as penalty.
6. Material that may damage the floors, walls, woodwork or property of the facility is prohibited.
7. **THERE WILL BE NO SMOKING OR ALCOHOL ALLOWED ON THE PREMISES AT ANY TIME.** Violation of this clause may result in retaining the deposit as penalty.
8. NO animals or pets allowed.
9. A responsible adult must be present at all times during the use of the facility.
10. The user of the room may be allowed to set the room up in advance of the event, but no more than one day in advance *if* the room is not being used by any other party. Please be aware the City of Nora Springs and/or the Nora Springs Library will not be responsible or required to care for such items.
11. The City of Nora Springs and the Nora Springs Library will not be responsible for accidents, injuries or loss of individual property while using the room.
12. Use of this room by individuals, groups or organizations does not imply that the City of Nora Springs or the Nora Springs Library endorse any of the ideas, aims, or goals represented by the users.
13. The tables and chairs taken from the storage room must be replaced as found and stacked properly. The table and chairs must be returned to the arrangement as posted by the thermostat. In the event the room is not arranged as specified, the deposit will be retained as penalty. (Tables/chairs shall not leave the premises)
14. The Community Room is available to all persons and organizations for their use pending availability.
15. All decisions and policies concerning the room will be made by the City Council and Library Board jointly and administered by City Hall.
16. This policy will be reviewed during budget time each even numbered year or as deemed necessary by either party.
17. The City Council and the Library Board will be exempt of all user fees associated with the Community Room
18. Any funds retained from the deposits in excess of the damage or repairs required or as penalty charges, and the required each use fee will be deposited into a separate account in the general fund to be reapportioned back for special purposes in the community room.

THE KEYS FOR THE COMMUNITY ROOM NEED TO BE PICKED UP BY 4:30 p.m. ON FRIDAY OR USE OF ROOM AND THE \$25.00 USAGE FEE WILL BE FORFEITED.

REQUIRED CLEANING COMMUNITY ROOM

When you finish using the Community Room please complete the following tasks:

1. Wipe the sink and counter top with Fabuloso.
2. Wipe off the tables/chairs and place them back into the original arrangement. (diagram by thermostat)
3. Chairs and tables need to be placed back into the storage area in the same arrangement as when removed. (picture on storage room wall)
4. Floors need to be vacuumed.
5. If a spill on the carpet occurs, spray Blot on the spill/stain and use the brush to scrub the area.
6. Remove Garbage.

**Paper towels, Fabuloso and the Blot with brush is found in the tote inside of the storage closet.

This cleaning needs to be completed to ensure the return of the deposit for the room.

COMMUNITY ROOM
EMERGENCY PROCEDURES

IN THE EVENT OF A FIRE:

Fire extinguishers are located: 1 in the main lobby by the coat rack adjacent to the Community Room and 1 in the Storage Room above the stored tables in the Community Room.

Otherwise proceed to the nearest exit which will be the doors in the Main Lobby through which the party originally entered the building or remove the interior screens on the windows and exit by crawling through the windows.

Please notify the fire department. The fire department will in turn notify City Staff.

Do not try to rescue possessions or City property, please just ensure you and the members of your event are safe.

IN THE EVENT OF A TORNADO:

Move all people involved in your event into the men's restroom. This room is the safest interior room in the building. The restroom is small, so please make as much space possible to accommodate all persons of your event. If all people involved in your event are unable to fit into the restroom, the hallway adjacent to the restroom is the next safest interior area. Please make sure that all children are in the restroom.

City Hall is the emergency management headquarters. In the event of a tornado disaster, shortly after the town is safe, City staff will coordinate at City Hall to assess the community damage.

IN THE EVENT OF A MEDICAL EMERGENCY:

Dial 9-1-1 on the phone in the Community Room. The phone provided does not make long distance calls. If 9-1-1 for some reason is not successful, dial 749-5588. This number is the non-emergency dispatch number, but can still be used in the event of an emergency.

A First Aid Kit and Bloodborne Pathogen Kit are available under the sink which contains basic first aid needs.

COMMUNITY ROOM
TO USE THE THERMOSTAT

IN THE WINTER MONTHS:

To turn the heat up: (To warm the room up.)

Press the change button (right-hand button up) “ ▲ ” until you reach the desired temperature. Do not raise the temperature above 74°.

When your use of the room is complete, please return the temperature to 65°.

To turn the heat down: (To cool the room down.)

Press the change button (left-hand button down) “ ▼ ” until you reach 65°. Do not lower the temperature below 60°.

IN THE SUMMER MONTHS:

To turn the air up: (To cool the room down.)

Press the change button (left-hand button down) “ ▼ ” until you reach the desired temperature. Do not lower the temperature below 68°.

When your use of the room is complete, please return the temperature to 75°.

To turn the air down: (To warm the room up.)

Press the change button (right-hand button up) “ ▲ ” until you reach 75°.

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