

Resolution No. 15-0210

**A RESOLUTION APPROVING THE COMMUNITY CENTER
EMPLOYEE RENTAL POLICY**

WHEREAS, since the creation of the City's Community and Event Center, employees and resident citizens have been provided a discount on the rental of said center; and

WHEREAS, the concept of the employee discount is consistent with other organization's employee discount policies; and

WHEREAS, resident citizens of Windsor Heights are provided a similar discount on the rental fees of the Community Center; and

WHEREAS, The City desires to formalize the past practice into a policy that balances the Center's profit goals and availability for staff usage without compromising or interfering with the daily operations of the Community and Event Center.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Windsor Heights, Iowa, on this 2nd day of February, 2015, that the attached Policy labeled Exhibit A, Community Center Employee Rental Policy is hereby approved.

Passed and approved this 2nd day of February, 2015.

Diana Willits, Mayor

Attest: _____
Brett Klein, City Administrator

**City of Windsor Heights
Personnel Policy and Procedure Manual**

Title: Community Center Employee Rental Policy

Effective Date: February 2, 2015

**Resolution No.
15-0210**

(Revisions)

Policy Number: Reserved for Later Use

1. PURPOSE

The procedures contained herein are intended to ensure that rental of the Windsor Heights Community Center is made available to all employees in a manner that is fair to the employee but does not unduly interfere in the daily operations and profit goals of the community center.

2. GUIDELINES

- A. There is to be no more than 2 Personal Rentals per year.
- B. Rentals are on a first come, first serve basis and can be booked no more than 1 year in advance.
- C. Employees will receive the following discounts:
 - 1. 50% Discount on the hourly rate for all Monday – Thursday rentals. 3 Hour minimum.
 - 2. 25% Discount on the hourly rate (or full day rate, 7am-Midnight) for all Friday – Sunday rentals. 6 hour minimum.
 - o (Hourly minimums can be adjusted when booking before or after another event on the same day.)
 - 3. Administrative Fee will be waived.
 - 4. Alcohol Fee will be waived for beer and wine.
 - 5. Cleaning/Damage deposit of \$200 will be waived. Employees may still be charged a cleaning/damage fee if the space is not returned to its original condition.
 - 6. Employee discounts cannot be used with any other discounts. (i.e. resident, chamber member or non-profit discounts)
- D. Employees must submit signed rental and alcohol agreements, along with the appropriate deposit. There are no holds without the signed agreements and deposit.
 - 1. Monday – Thursday rentals require \$50.00 deposit.

2. Friday – Sunday rentals require half the full rental balance as a deposit.
- E. Cancellations – if an employee must cancel a booked event, they must do so in writing or via email. Deposits will not be returned on events cancelled within 3 months of the event date, unless another event is booked to take its place.
 - F. Employees cannot book events for friends or extended family. They can use their personal rentals for immediate family only. Employee must be present for the duration of the event.
 - G. Employees must abide by all other rental and alcohol agreement rules.
 - H. Last minute bookings will be permitted for employees at a greater discount.
 1. Last minute bookings are anything within 5 days of the date being booked.
 2. Weekday rental rates will be \$25 for up to 4 hours. Anything over 4 hours will be an additional \$25/hr.
 3. Weekend rental rates will be \$50 for up to 4 hours. Anything over 4 hours will be an additional \$50/hr.
 4. Friday – Sunday last minute bookings; In the event that an employee has secured a “last minute booking” and a non-employee seeks to book the community center for that same date, the following applies:
 - Employee will be given the option to retain their space at the original employee discount rate in Section 2 (c) of this policy.
 - If the employee is not willing to pay the original employee discount rate, they will be bumped from their date.
 - If the employee is not reachable during such time, they will retain their date but will be automatically assessed the original employee discount rate in accord with Section 2 (c).