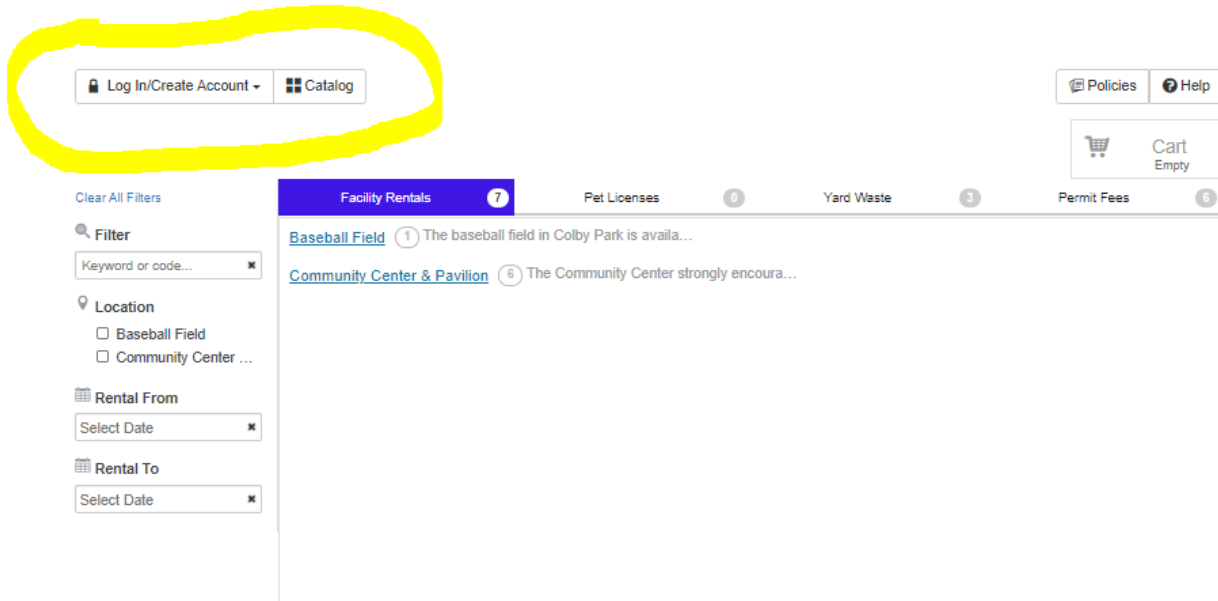
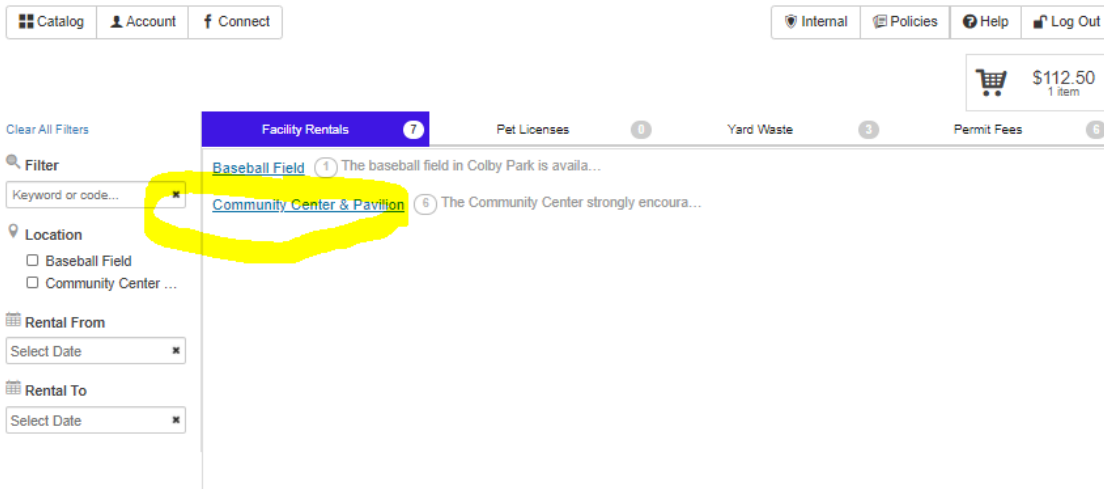


Go to <https://secure.rec1.com/IA/windsor-heights-ia/catalog> and create an account



Click on “Community Center”



Select the space size you want to rent. Then you'll see the calendar pop up. Pick your date. Select the correct rate (residents can access the resident rate, but non-residents can't). Then change the time. Next hit “Add to cart” and click “checkout”.

Full Space **Multiple Rates**

We strongly encourage the use of masks and social distancing in our facility.

Read the full proclamation here.

FULL SPACE: \$125 per hour

- Holds up to 200 guests
- Includes a large catering kitchen
- AV equipment included and microphone
- 20 – 72 inch round tables provided
- All Saturdays have a five-hour rental minimum rental. All other days of the week have a two-hour minimum.
- Prices are the same all year and don't change by season.

Staff will review your rental request and will send an approval email with a link to pay during the weekday between 8 am - 4 pm.

Please select your date and time below and answer the following questions. All rentals require a deposit to hold the date. Rentals within the next 60 days do not have a deposit but require the full balance to be paid to hold the date.

Please call 515-279-3662 or email wtucker@windsorheights.org if you have questions or issues booking your event. Emails will be answered during the week from 8 am to 4 pm.

Dates on the calendar in orange have a reservation that day, but available times are listed to the right of the calendar when you click on that date. Dates in green do not have any reservations.

Facility Full Space

Location Community Center & Pavilion

Phone 515-279-3662

Email wtucker@windsorheights.org

Address 6900 School Street Windsor Heights, IA 50324

[View Facility Rules](#)

Make a Reservation

1. SELECT DATE

Feb 2021

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2. SELECT RATE

Resident Rate Full Space Saturday (\$93.75/Hour)

3. SELECT TIME

From: 07:00 AM To: 03:00 PM

REQUIRING

Repeat this reservation?

[Add To Cart](#)

AVAILABLE TIMES:

07:00 AM to 12:00 AM
Resident Rate Full Space Saturday

07:00 AM to 12:00 AM
Non-Resident Rate Full Space Saturday

07:00 AM to 12:00 AM
Non-Resident Saturday

07:00 AM to 12:00 AM
Pavilion

08:00 PM to 12:00 AM
Friday 8pm-12am, and Saturday 7am-12am

Pavilion **Multiple Rates**

Now you need to answer questions about your event. This is where you can select if you want to pay for the City's cleaning service.

Prompts

2 items

Prompt	Response
General Prompts	
1. There is a \$2.50 credit card processing fee for all credit card transactions. This will show up on your receipt as a Convenience Fee. Please check "I agree" to proceed.	<input type="checkbox"/> I Agree
Prompts for Whitney Tucker	
2. Please provide an email, phone number, and address where we can send important information about your event including your event access code.	<input type="text" value="d"/>
3. There is a one time \$50 administrative fee for every rental. Please check "I Agree" to proceed with your rental.	<input checked="" type="checkbox"/> I Agree
4. By selecting "I Agree" you agree that a rental agreement is made as of the date that this rental is approved between the City of Windsor Heights, Iowa (Windsor Heights) and you as the renter (Renter). This agreement shall take effect immediately. In consideration of the mutual covenants and promises contained herein Windsor Heights agrees to allow Renter to use the Facility designated at the date and time specified above and on the terms and conditions contain herein. The parties agree as follows: 1. CONTRACTED TIME INCLUDES: SET-UP; EVENT; AND CLEAN-UP Renter or anyone associated with Renter's event (caterers, decorators, entertainment, etc.) may enter the Facility no more than 15 minutes before the contracted rental period. Renter must exit the Facility no later than 15 minutes after the indicated contract rental period. Failure to observe the rental period will result in additional charges. Renter will be charged for all additional time spend in the facility over the time listed on their rental agreement. 2. Renter agrees to comply with the Windsor Heights Fee Schedule and Rental Policy for the above mentioned Facility. A copy can be referenced at www.windsorheights.org or provided upon request. 3. Rental deposit and payments are nonrefundable for all cancellations. Reference the Fee Schedule for payment, balances due, and deposit requirements. 4. Certain events may require the Renter to obtain permits. Renters will confirm the approval of all permits prior to their event, which may include but are not limited to; Noise permits, Peddler, Solicitors, and Transient Merchant permits. All applications can be filed with the Chief of Police at the Windsor Heights Police Department. 5. If the Facility is being used for a fundraising project, all tickets must be advanced sales. No public parties or group activities charging or collecting admission on the premises will be allowed. 6. Renter agrees to use the Facility in compliance with all local, state and federal laws The Facility shall not be used for any illegal purpose or for any use not compliant with the City's policies. 7. Renter agrees to pay rent for use of the Facility at the rate noted in the Windsor Heights Fee Schedule and Rental Policy. 8. Renter agrees they are responsible for any damage to the Facility and equipment that may result from use by the Renter and their family and guests, above and beyond the deposit fee. Renter agrees to provide a credit card that will be held by Windsor Heights to cover any damage determined upon inspection of the Facility and equipment. 9. Appliances are not to be operated by anyone under 18 years of age. Renter will not hold the City of Windsor Heights responsible in the case of accident/injury of improper use of appliances. 10. Use of the following is prohibited on the walls, ceilings, floors or windows: nails, staples, tacks, screws, glitter, confetti, bubbles, liquid adhesive, glue, and duct tape. The following are allowed: 3M command removable adhesive products, painter's removable masking tape, string or ribbon. The Renter warrants they will be personally responsible for the cost of repair of any damage.	<input checked="" type="checkbox"/> I Agree

CHECKOUT FOR WHITNEY TUCKER
Browse Catalog
Prompts
Payment
Review & Confirm
Receipt

[Submit Responses](#)

[Browse Catalog](#)

After you've answered all the questions hit submit response (green button). This will send your request to the Communications/Recreation Coordinator who will review it and then send you a link to pay the deposit.

If you need a permit for your rental, please contact Whitney Tucker at wtucker@windsorheights.org.