

WINDSOR HEIGHTS COMMUNITY CENTER GUIDELINES



For more information please call: 515-279-3662

Thank you for considering the Windsor Heights Community Event Center as a venue for your next meeting or special event. We hope you and your guests enjoy the facility and park as much as we do.

The Windsor Heights Community Center is available to individuals, private interest groups, businesses, civic organizations, non-profit organizations and service groups. It is an ideal space to host business meetings, educational seminars, private parties and celebrations. (I.e.: weddings, family reunions, graduations, birthday parties, 1st communions, etc.) The individual who signs the *Facility Use Agreement and Alcohol Responsibility Agreement* assumes all responsibility for the rental and will be noted as “User” in this text. All local, State and Federal laws and regulations must be obeyed.

CONFIRMING RESERVATION

All reservations can be made through the ***Parks & Recreation Coordinator – 515-645-6821***. A reservation is established when the *Facility Use Agreement* and the *Alcohol Responsibility Agreement* have been completed and submitted, along with the designated rental deposit payment. Reservations will not be done on a “HOLD” basis. All reservations are considered on a first come first serve basis. Any failure to complete all parts of the application process may result in termination of the reservation.

- Sunday thru Friday: There is a (2) hour minimum rental required. Please include set-up and tear-down in your rental period reservation.
- Saturday rentals:
 - *November – March*: 5-hour minimum
 - *April – October*:
 - Rental reservations must be designated between the hours of (7 am - 2 pm) or (4 pm - 12 am), with a 5-hour minimum
 - OR
 - 10-hour minimum between (7 am - midnight)
 - The User may also rent the space for the entire day (7 am - midnight), which includes discounted pricing noted in the fee schedule.

FEES

The fees associated with the rental of the Community Center, Ball Field and/or the Pavilion are outlined on the Council approved Fee Schedule <http://www.windsorheights.org/DocumentCenter/View/361/fee-schedule-2018-Approved-11518?bidId=>

- Payments may be made with cash, credit card or check. All checks must be payable to The City of Windsor Heights. Please include your rental date in the NOTE section of all check payments.

Mailing Address:

The City of Windsor Heights
ATTN: Parks & Rec Coordinator
1145 66th Street Ste. 1,
Windsor Heights, IA 50324

RENTAL DEPOSIT

Sunday thru Friday Rentals	\$100.00
Saturday Rentals	50% of the entire rental amount

- Full payment is required when a reservation is made within 60 days of the reservation date.
- Rental deposits are **Non-Refundable** on any cancellation.
- If a cancellation occurs within 60 days of the rental date, the Damage Deposit will not be refunded.

DAMAGE DEPOSIT

- Please note: The Damage Deposit is completely separate from the payment of the rental fee or Rental Deposit. If no excess charges have been incurred and no cancellation is requested, the Damage Deposit may be refundable. The Damage Deposit guarantees the satisfactory clean-up of the facilities, equipment and covers any damage that may have been caused by the User and their guests. Charges in excess of the security deposit will be billed separately and will be the responsibility of the User.
- Your damage deposit will be forfeited for not adhering to ALL of the cleaning requirements, for any damages resulting from your use, and for not vacating the premises by the time stated in the User contract. Exceeding your scheduled hours will result in additional charges.
- A minimum fee of \$50.00, but not limited to, will be collected from the damage deposit if additional cleaning expenses are incurred. The User will be responsible for all additional cleaning fees incurred by The City of Windsor Heights.
- It is the User's responsibility to report any damages to the Parks and Recreation Coordinator upon arrival, ensuring damages will not be assessed to the User in the course of occupancy.

SET-UP/BREAKDOWN/DECORATING

Set-up is the responsibility of the User. The decorating, set-up and breakdown time must be included in the "use hours" requested on the *Facility Use Agreement*. Please consider adequate time for your event needs.

- Use of tape, thumbtacks or nails is strictly prohibited. Only mounting clay or poster tack can be used on all surfaces (Command Strip products only - No Duct Tape and No Packing Tape)
- Due to fire hazards, all open flames (table candles) must be enclosed and protected by approved glass, no free-standing candles or pillar candles will be allowed.
- Balloons may be used; however, **ALL** balloons, ribbon and string must be removed at the end of the event.
- Rice may not be thrown in or around the facility. NO SMOKE /FOG MACHINES, NO BUBBLE MACHINES, NO FIREWORKS, NO GLITTER, NO CONFETTI, NO SILLY STRING
- **All decorations and mounting materials must be removed in their entirety at the completion of the contracted rental period.**

ACCESS INFORMATION

The User, including anyone associated with the event (caterers, decorators, entertainment, etc.), may only enter the building during the specified rental period, noted on the *Facility Use Agreement*. No party will be able to enter the building ahead of their rental period, even to drop off items. Entering the building earlier will result in additional fees. If additional time is needed, please contact the Parks and Recreation Coordinator to adjust your rental request.

- Prior to the rental date, each User will be emailed an access code to enter the building. The User will be responsible for sharing the access code with the appropriate vendors and event participants, who may need access to the facility for delivery.
- The Access Keypad is located on the East side of the building.

ALCOHOL USE

Permission to serve alcohol must be requested on the *Alcohol Responsibility Agreement* and approved. All State and local laws, and ordinances will be strictly complied with, regarding the use and consumption of alcoholic beverages. No glass is allowed in the park and all beer and wine must be served from within the confines of the Community Center rental space. *(For events open to the public, including the park area, please note the Special Event Permit Application and requirements)*

- A Windsor Heights police officer is required for events with a guest count greater than 150, in accordance with the *Alcohol Responsibility Agreement*.
- Cash Bars (the selling of alcohol) or the service of spirits or liquor require the appropriate **STATE OF IOWA LIQUOR LICENSE along with DRAM SHOP INSURANCE** and a **LICENSED BARTENDER and OFFICER are required**. It is the responsibility of the User to secure the State of Iowa Liquor License or ensure the caterer /Bartender has the appropriate licenses. **Appropriate documentation must be posted during the event.**

CLEANING REQUIREMENTS

The facility must be brought back to its original condition following every event. All personal items must be removed from the building.

1. NO ALCOHOL IS PROVIDED AT EVENT

If a User is not serving alcohol during their event, the User has an option to elect to complete the cleaning requirements themselves or elect the City to perform the cleaning services (an additional fee is required). If a renter chooses to clean the facility following their event:

- All cleaning requirements must be completed within the designated rental period. The User will assume any additional fees associated with an exit exceeding the agreed upon rental period.
- A *Cleaning Checklist* will be provided. All specified cleaning requirements must be completed.
- When the User elects to complete the cleaning requirements; a Windsor Heights “Spot Checker” will arrive following the completion of the rental period to confirm all cleaning requirements have been met. The User does not need to be present for the review. Cleaning items which were not completed to an acceptable standard will be noted and all additional fees will be assessed to the User.

2. ALCOHOL IS PROVIDED AT EVENT

When the User is serving alcohol and has a guest count over 80 guests; the User is **required** to elect the Windsor Heights cleaning service, which includes a cleaning fee. The cleaning service will arrive directly following the completion of the Users rental period.

- Remove all personal items (food, decorations, etc.) All items remaining in the facility will be discarded in preparation for the next User.
- Users must exit the building, including personal items, by the exit time stated on the *Facility Use Agreement*.
- The Windsor Heights “Cleaning Service” will arrive directly following the completion of the rental period. Any delay in the exit will result in additional rental fees.

CATERING

The Community center does not require the use of a specific catering company. The User is allowed to choose any catering company they wish and homemade food items are also acceptable. The catering kitchen provides a perfect space for caterers and a preparation space for family potlucks. The catering kitchen is included in the hourly rental fee for the 2/3 & Full space. The concession kitchen is an alternate kitchen and is included with the 1/3 side rental. The concession kitchen includes an additional \$50 fee when used in conjunction with the Full Space rental. Both kitchens are equipped with refrigerator, stove, microwaves and freezer. Linens, serving dishes and utensils are not included.

OVERNIGHT STORAGE

Windsor Heights does not allow any Users to leave any items within the Community Center after the completion of the rental period. All items, including rented items such as; chairs, linens, decorations, sound equipment, etc., must be removed from the premise at the completion of the rental period.

No exceptions.

CIRCLE DRIVE/ LOADING & UNLOADING

The circle drive, west of the building, is officially a FIRE LANE. Users, including vendors, who need to unload items, are required to do so from the parking lot east of the community center. Do not drive on the patio or grass. If this occurs, the damage deposit will be forfeited. Food truck vendors associated with a User's event can park in the designated "Food Truck" lane or in the parking spaces east of the community center. All food truck permits and licenses must be in compliance with state and local requirements. For questions you may contact the Windsor Heights Code Enforcement Official: 515-645-6826

AUDIO VISUAL EQUIPMENT-WiFi

The Community Center is equipped with an AV system, which allows you to connect your device to our system. We provide HDMI and VGA connection and we also provide an Apple and HP adapter. Our system includes a projector screen, a microphone, and a speaker system throughout the facility.

- WiFi is available
 - Username: Colby Park
 - Password: parkuser
- WiFi is available
 - Username: CEC-User
 - Password: School&69th

PERMITS

Certain events may require permits pursuant to Windsor Heights Code of Ordinance. If the User event includes items such as, but not limited to; blow-ups, dunk tanks, tents, etc., please contact the Windsor Heights Code Enforcement Official at 515-645-6826. If the event requires a *Special Event Permit*, the User is responsible for completing the application in full and submitting the form to the Parks & Recreation Coordinator.

- Special Event Permit: An application is required for events held in the CEC and/or park area, which are open to the public and/or if the event requires right-of-way usage or temporary street closures such as; parades, runs/walks, festivals, outdoor concerts, athletic events farmers markets, etc. Please refer to the Windsor Heights Code of Ordinances for detailed information.
- Other possible Permits may include but are not limited to: Panhandler, Peddlers, Solicitors & Transient Merchant, Temporary Structure Use, Noise Permit, Signage Permit, Food Truck Permit, etc.

FACILITIES & GROUNDS

The facilities offered are within the property of a public municipal park and the grounds are open to the public. A User rental allows for the use of the buildings and the immediate grounds surrounding the buildings. A Rental does not include other areas of the park, unless specific to the *Facility Use Agreement*, including the ball field or pavilion space. Although you are welcome to use the park area, there is no guarantee that other members of the general public will not also be on the premises.

Smoking is not permitted within the facility or within Colby Park. No city furniture may be used in the outdoor space. Please reference the Windsor Heights Code of Ordinance for additional Park Regulations: Subchapter 40.08

ADDITIONAL INFORMATION:

- Maximum Guest count = 200 guests
- 20 – 72-inch Round tables, each table holds up to 10 guests
- 5- 8-ft rectangular tables; 6 -8ft rectangular tables; 3 pub tables
- Kitchen provided in rental space
- We do NOT provide linens, pots, pans, serving utensils etc.
- Podium / microphone included in rental for 2/3 Space & the Full space rental
- Audio Visual System/Projector Included (2/3 & Full space rental)
- ADA Accessible entrance and restrooms
- 3164 total square feet in main room area (53' 7" x 58' 3")
- Interior lights are dimmable
- Cleaning Supplies are provided
- Fireplace (gas) – 2/3 & Full Space
- You may hang items from the ceiling with command hooks, fishing line or draping only
 - User is required to provide their own ladder, when hanging items from the ceiling/walls
 - 13 ½' from floor to bottom of the ceiling beam
 - Roughly 12' from beam to beam
- On occasion, the Community Center may have several functions simultaneously. Please be respectful of other user groups.
- Support references: www.windsorheights.org
 - Calendars of availability
 - Rental contracts
 - Contact information
 - Guidelines

The facility and reservation policies for the operation of the Community Center are regularly reviewed and revised as deemed necessary for the successful operation of the building.

FACILITY RENTAL PRICING

COMMUNITY CENTER RENTAL FEES

1/3 SPACE: \$75.00 per hour

- Holds 50-70 guests
- Includes full concession kitchen
- No AV equipment provided
- 7 - 72 inch round tables provided

2/3 SPACE: \$100.00 per hour

- Holds up to 100 guests
- Includes a large catering kitchen
- AV equipment included and microphone
- 10 – 72 inch round tables provided

FULL SPACE: \$125.00 per hour

(Please refer to the CONFIRMING RESERVATION section for acceptable rental periods)

- \$1600.00 for **Full Day Rental** (7am -12am)
 - \$400.00 Additional Rental Option: When used in combination with a Saturday, **Full Day Rental**, a User may also rent the Full Space on the Friday evening prior to their Saturday event, from 8pm -12am.
 - Any additional hours outside of the 8pm-12am will be priced at \$125/hour.
- Holds up to 200 guests with 20 – 72 inch round tables
- Includes large catering kitchen and an option to also rent the concession kitchen for an additional fee of \$50.00 with a full day rental.

*Community Center Rental Fees apply to all Rental periods, excluding **Weekday Daytime Rental** Periods.*

WEEKDAY DAYTIME RENTAL FEES

Monday – Thursday: 7 a.m. - 4 p.m.

1/3 Space: \$ 60.00 per hour

2/3 Space: \$ 80.00 per hour

Full Space: \$ 100.00 per hour

- No other *Rental Fee Discounts* or *Fee Exceptions* apply to Weekday Rental Fees
- Weekday Rental Fees do not apply to holiday rentals.
- Rental hours outside of the 7 a.m. - 4 p.m. period will be calculated at the standard rental fees.

DISCOUNTS AND FEE EXCEPTIONS

- **25%** discount applied to hourly rental fees for Windsor Heights Residents
 - Renters of the Community Center wishing to reserve the Ball Field, in conjunction with an event at the CEC, will receive 25% discount off of the cost associated with the rental of the Ball Field. (not in conjunction to any other discounts applied)
 - ID required for proof of Windsor Heights Residency
 - Weekday Daytime Hourly Rental Fees are excluded
- **10%** discount applied to the hourly rental of the following non-profit groups or organizations:
 - Non-profit groups/organizations (including civic and service groups, government or religious groups, scout groups or youth organizations and active military. (if no admission is charged)
 - Weekday Daytime Hourly Rental Fees are excluded
- Discounts only applies to the hourly rental and all other associated fees remain in full
- If the Facility is being used for a fundraiser project, all tickets must be advanced sale.

ADMINISTRATION FEE

- \$50.00

CONCESSION KITCHEN RENTAL FEE

- \$15.00 per hour- includes only the kitchen and no facility space rental
- \$50.00 fee with a Full Space Rental

ALCOHOL FEE

- 1/3 Space Rental: \$50.00
- 2/3 Space Rental: \$100.00
- Full Space Rental: \$150.00
- Officer payment will be in accordance with the current rate scale and separate from the rental payment/fee.

Guest Count	Alcoholic Beverages Served	Officer Requirement
0-149 Guests	Beer, Wine, Keg	NO Officer required
150-200 Guests	Beer, Wine, Keg	OFFICER REQUIRED
1-200 Guests	Service with a Cash Bar	OFFICER REQUIRED <ul style="list-style-type: none"> • Iowa State Liquor License • Dram Shop Insurance • Licensed Bar Tender • Posted during event
	Service of Spirits or Liquor	

CLEANING FEE

Room Size Rented	Non-Resident	Windsor Heights Resident
1/3 Space	\$75.00	\$60.00
2/3 Space	\$175.00	\$130.00
Full Space	\$250.00	\$190.00

PAVILION:

- \$50.00: 4-hour rental
- \$100.00: All day rental

BALL FIELD:

Rentals are available in full one-hour increments only, excluding Session Ball Rentals. A 6% sales tax will be applied.

Number of Hours	Fee	Resident Fee (ID required)
1 Hour	\$25.00	\$20.00
2 Hours	\$40.00	\$36.00
3 Hours	\$60.00	\$54.00

- Spring and Fall Session Rentals are available for individual team practices.
- Contact the Park & Rec Coordinator for more information: 515-645-6821

TENNIS COURTS

The tennis courts are on a first come first serve basis; unless a rental reservation has been confirmed.

- \$4.00 for one court per hour
- \$6.00 for two courts per hour