

**SHELDON COMMUNITY SERVICES CENTER
RENTAL RATES & REGULATIONS**

ROOM

Dinner Date / Kitchen

(up to 152-see attached sheet)

Community Room A (East)

(up to 136-see attached)

Community Room B (West)

(up to 176-see attached)

Community Room A & B

(up to 344-see attached)

Note: Seating space depends on whether using tables or straight seating

Use of 3rd Floor Kitchen (Mandatory if food & drink served)

Use of Sound System (3rd Floor Only)

(Room B or A & B - Not A Only)

RATES

\$75.00 plus \$110.00 deposit

\$75.00 plus \$110.00 deposit

\$100.00 plus \$110.00 deposit

\$150.00 plus \$110.00 deposit

\$25.00

\$50.00

RULES

- PLEASE make an appointment to view rooms for possible rental. This is a very busy office & we want to arrange the time for you that you deserve. Rental fees must be paid before reservation honored.
- Absolutely NO rummage sales or auctions will be allowed on these premises.
- Use of more than one meeting room or level will constitute a charge for each area.
- Loud music or excessive noise will not be tolerated & expulsion and forfeiture of deposit will occur.
- WILL NOT RENT IMMEDIATELY BEFORE OR DURING COUNCIL MEETINGS, BOARD MEETINGS, OR PUBLIC HEARINGS.
- NOTE: Decorating of any area before day of event or extended use of area after event will constitute additional rental day fee - if area is not available because of your decorating, etc.
- Tables and chairs are available. The rental party is responsible for the set up and tear down of tables and chairs used for their event. Please arrange them in the same order as previously found.
- Facility must be swept or vacuumed and cleared of any garbage or debris left from rental party. Cleaning supplies are available. Trash must be taken to the dumpster located on the east side of the building. Please see the checklist posted in each room.
- The rental party is responsible for the locking and unlocking of the Community Building. A \$10 key deposit is included in the building deposit. The Community Building rental key must be picked up at the Sheldon City Office between the hours of 7:30am and 4:30pm Monday-Friday. The key is to be picked up no earlier than the day before the rental date or the last business day prior to the rental. **The rental party must return the key immediately following the rental. Failure to do so will result in forfeiture of the key deposit.** The key can be returned to the City Offices during business hours, to the Sheldon Police Department or placed in a sealed envelope in the utility drop box after hours. **Failure to return the key will result in forfeiture of the deposit and additional costs of changing locks and replacing ten (10) keys.**
- Deposit will not be refunded if area is not restored to acceptable condition. Any damage or staining of carpet, walls, etc., will cause forfeiture of deposit & possible assessment of damages.
- **Absolutely NO ALCOHOLIC BEVERAGES OR SMOKING ALLOWED.**
- The Community Services Center is not wired for excessive requirements of electric amperage & voltage. ABSOLUTELY no one has the authority to tamper with the electricity to alter service. Legal action may result if tampered with.
- **State Fire Regulations Prohibit The Blocking Of Any Exit Door.**
- No tape, sticky substance or pins may be used on walls. Open flames are prohibited, unless being used for catering purposes. Absolutely no furniture, risers, etc., may be brought in. Only the tables & chairs that are included with the rental will be allowed.
- Supervision of children must be maintained at all times. Absolutely no climbing, sitting, etc., on pillars, railings is allowed. No running up & down stairways or operation of elevator by children.
- Please do not sit on tables.
- Violation of these rules can result in the expulsion from premises and / or forfeiture of deposit. Any abuse of premises or damage to building or furnishings will result in assessment of charges, repair or replacement costs.

THIS IS A PUBLIC FACILITY - PLEASE HELP TAKE CARE OF IT SO THAT YOURSELVES AND OTHERS MAY

ENJOY IT NOW AND IN THE FUTURE.

THANK YOU.