**CIVIC CENTER GUIDELINES**

1. Cleanliness/damage deposit in the amount of $100.00 is required to reserve a date.
2. The deposit amount is a fee separate from the actual rental fee. This deposit will be shredded within one week of the event scheduled, if no damage occurs during the event and no fees are due the Civic Center.
3. The rental fee is due at least 30 days prior to the event. Cancellation must be made 21 days prior to an event for a refund of deposit.
4. A certificate of insurance must be provided prior to receiving the key to the Civic Center. You are responsible for excessive damage to the building or property. A certificate of insurance can be obtained at no cost from your homeowner’s insurance agent.
5. If liquor is served, the City reserves the right to have the event monitored by the local law enforcement officer. Security may be obtained through the McCausland Police Department if desired. Please abide by the Iowa Liquor Laws. The legal drinking age is 21.
6. Details for each event must be finalized with the City of McCausland Clerk a minimum of three days before the event. These details include decorating time, time of event, and instructions for any services requested.
7. The Civic Center has been designated a smoke-free facility. Smoking is not allowed anywhere in the building. Please put cigarette butts in the trash and not on the ground around the building.
8. If you have any questions regarding this agreement, please contact McCausland City Hall at (563) 225-3600.
9. You are welcome to use the dishtowels and potholders. Do not take them or any other equipment home or out of the building.
10. You are welcome to use any of the coffeepots, dishes, silverware, trays, etc. Please wash them and put them back where they came from.
11. Persons renting the building shall be 21 years of age. Adult supervision shall be present for use of persons under 21 and they shall be held responsible for the building.
12. Persons renting the building shall clean up and leave the building in the condition in which it was found or a $25.00 per hour cleaning charge will be deducted from the deposit.
13. Candles may be used if carefully monitored for safety reasons. No staples, nails, or tacks may be used on the walls or woodwork. No sand, gravel, rocks, dirt, birdseed or other granular substances can be brought into the building. Please do not use tape, thumb tacks or other items on the walls that will damage the paint or the walls. Painter’s Tape is a good alternative if necessary.
14. Damaged or broken equipment shall be reported to the City Clerk. She will determine who shall replace the item.
15. All garbage will be placed in the outside dumpster behind the Civic Center. If heat is used, turn thermostat back to 68 degrees. If air conditioning is used, turn it to 72 degrees when you leave. Turn off all lights and lock all doors.
16. Keyless Entry – You will be given a code to enter the building. The door locks automatically. If you have problems, contact the city clerk at 563-349-7611.