

Beach Community Center

Facility Use

Policies and Procedures

We appreciate the opportunity to provide a facility for your use. Please take a few minutes to review our policies and procedures. Any exceptions to these policies and procedures should be pre-approved by City Council or City Hall staff and communicated accordingly. Please direct your questions to City Hall at 872-4103. (The City of Beach reserves the right to refuse to rent to any party violating the terms of the agreement, policies or procedures.)

GENERAL INFORMATION

- Any person at least 21 years of age, or any organized group may submit an application to reserve City facilities. **Application must be made at least 2 weeks prior to the requested date.**
- All applications, and Special Use requests are subject to review and approval by City Council and/or City Hall staff. Use Agreements are not transferable. A new application must be submitted with all appropriate fees, for each new date requested.
- Residency is based on the permanent address of the responsible party. The responsible party shall incur all costs and be responsible for damages and liability. The responsible party will also receive any refund checks after the event.

FORMS and RENTAL CONFIRMATION

- Rental Application - the deposit fee and the rental fee must be paid at the time the rental application is submitted.
- Special Use Permit - required when alcohol is present at any event.

A rental confirmation will be mailed or given to you upon approval of your event. You will also receive the applicable keys and any other forms or permits that are required. These documents should accompany you on the day of your event.

GENERAL RESTRICTIONS

- A. Any event or activity to be attended by a majority of persons less than 21 years of age are required to have one (1) responsible adult over the age of 21 in attendance for every ten (10) persons under 21. The responsible adult is to be present at the community center during entire operation hours.
- B. All events must be completed by 1 a.m. The City of Beach noise ordinance, which, in part, restricts most noise after 11:00 p.m., prohibits any loud noise that may disturb residents of the community. The responsible party should assure that all City Noise and Curfew ordinances are followed and remind all to be courteous of those who live in close proximity to the Community Center. The responsible party present during events should periodically monitor outside activity to assure compliance.

The Community Center is a smoke free building. Smoking is NOT allowed inside. The designated smoking area is located outside the community center where an ash receptacle is provided. It is a class B misdemeanor for a minor (under 18) to smoke, use or possess cigarette.

EQUIPMENT

- A. Applicant is responsible for room setup and takedown. (Clean-up is to be completed immediately following your event, not the next day.)
- B. All tables and chairs should be returned to their original location.
- C. Under no circumstances shall chairs, tables, or other equipment belonging to the City of Beach be removed from the facility. Sitting/walking/standing/dancing on tables is prohibited.
- D. Functions held at the Community Center that include a request to use the kitchen facility will require applicants to check with City staff prior to your event to assure availability of inventory needs. Kitchen cooking equipment is not to be utilized without prior approval.
- E. Electrical appliances i.e. coffee/crock pots, roasters etc. may be utilized for food service. Please utilize common sense to not overload the circuits with these appliances. Circuit breakers are located in the furnace room in the event of an overload.

GENERAL CONDITIONS OF USE

- A. CLEAN UP (Immediately following, not next day) - All floors should be swept and mopped, tables wiped down prior to putting away, restrooms cleaned, outside of building inspected, and all garbage placed in appropriate outdoor containers (dumpster located in the back of the building). When using the table clothes you are responsible to wash and return as soon as possible. Please leave the facility as clean as you found it (mop, vacuum cleaner, etc. is located down the hallway of the closet between bathrooms).
- B. Decorations may be put up with scotch or masking tape, tacking putty or other product approved by City Hall staff. **No** staples, duct tape, nails, or tacks are to be used in the Community Center.
- C. Animals are not allowed inside the facility without prearranged agreement.
- D. All exterior doors are to remain closed. Heat & Central Air thermostat is locked and not to be tampered with. A comfortable temperature is pre-programmed for each event. Please inform City Hall staff of any special needs prior to your event.

Various groups utilize the Community Center during each week. The City Hall staff will perform weekly and if necessary daily inventory of supplies and general inspection of equipment etc. to assure that the Community Center is kept in a clean, orderly and safe environment for all

patrons. It is important that you conduct a spot check of the community center room prior to and immediately following your event. It is anticipated that the equipment and community room will be left in as good or better condition.

Initial Inspection/Cleanup-Closing checklist is provided with each confirmation of rental and posted at the community center for your reference.

BEACH COMMUNITY CENTER FACILITY USE INITIAL INSPECTION/CLEANUP – CLOSING CHECKLIST

PRE-INSPECTION SPOT CHECK CONDUCTED.

The following items were noted and have been reported:

AT THE TIME OF CHECKOUT:

Wipe off all kitchen counter areas, tables and chairs used

Vacuum carpet area in main room & return all tables and chairs to their original location_(6-8 tables with 6 chairs per table should remain)

Empty all garbage to outside dumpsters (on south side of building)

Clean up any heel/shoe marks on floor

Sweep and wet mop kitchen, restroom and community center floors

Clean restrooms

All lights are turned off.

All doors are secured and locked

Final Inspection - Sign closing sheet (posted by door):

The following items were noted: