

RESOLUTION NO. R23- 3903

**Resolution adopting new rates and procedures for use of
Community Services Center.**

WHEREAS, the City of Sheldon adjusted its rates and procedures for the use of the Community Services Center on March 24, 2021 (R21-4601); and

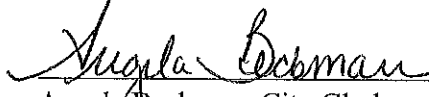
NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Sheldon, Iowa, hereby resolves that the new rates and procedures for the Community Services Center are hereby adopted; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, the City Council of the City of Sheldon, IA, hereby affirms that rentals already paid for prior through the adopted date of this resolution will be honored under the old pricing.


NOW, THEREFORE, BE IT ALSO RESOLVED, that the fees for City-related & SCDC meetings are hereby waived, and deposits do not need to be collected. Deposits will apply if there are damages. Other exceptions to the policy or fee waivers may be approved by the City Council.

PASSED, APPROVED, AND ADOPTED this 19th day of April 2023.

ATTEST:



Angela Beckman, City Clerk



Greg Geels, Mayor

Exhibit: New rates and procedures (1 page).

SHELDON COMMUNITY SERVICES CENTER
RENTAL RATES & REGULATIONS
Updated by Resolution R23-3903 on April 19, 2023

ROOM

RATES

Basement Day hours: 7:30a – 3:30p
(152 capacity) Evening/weekend hours

\$175 plus \$50 refundable deposit = \$225
\$175 plus \$275 refundable deposit = \$450

Community Room A & B (Upstairs) Day hours: 7:30a – 3:30p
(344 capacity) Evening/weekend hours

\$250 plus \$50 refundable deposit = \$300
\$250 plus \$350 refundable deposit = \$600

Note: Seating space depends on if and how tables are used.

RULES

- Rooms available for rental only during business hours (7:30 AM – 3:30 PM M-F) and the months of May & June.
- Exceptions to this policy may apply to groups affiliated with the City and/or SCDC as determined by the City Clerk, and groups authorized by the City Council.
- Rental Party must have everything cleaned up and out of building by 4:30 PM, and 11 PM for May & June. Please make an appointment (712-324-4651) 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.
- NO rummage sales or auctions will be allowed on these premises – except for benefit auctions or non-profit events. If you plan to do this, you must disclose it at the time of rental.
- 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.
- Decorating of any area before the day of the event or extended use of the area after the event will result in additional rental day fees.
- 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. 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 (applies in May & June). 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 (within 1 calendar day).** The key can be returned to the City Offices during business hours or placed in a sealed envelope in the utility drop box after hours. Failure to return the key within **one day** after the rental expiration may result in forfeiture of the entire deposit and additional costs of changing locks, which will probably exceed the cost of the deposit. You may be charged the entire cost of the locksmith and replacing the locks.
- Deposits will be returned uncashed if the rules have been followed **and** if the area is restored to acceptable condition. Any damage or staining of carpet, walls, etc., will cause forfeiture of the entire deposit & possible assessment of damages. If the costs exceed the value of the deposit, you will be responsible for the additional expenses as well. 'Insufficient funds' Deposit checks may result in additional fees and further action.
- **NO ALCOHOL OR SMOKING ALLOWED.** This will cause loss of deposit even if there is no damage.
- **State Fire Regulations Prohibit the Blocking Of Any Exit Door and the electrical service must not be tampered with.**
- No tape, sticky substance or pins may be used on walls. Open flames are prohibited, unless being used for cooking purposes as part of professional catering. 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 or sitting on pillars or 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 HISTORIC PUBLIC FACILITY - PLEASE HELP TAKE CARE OF IT.