

CITY OF MINDEN
COMMUNITY HOUSE

SEATING:

Chairs Only 225
Tables & Chairs 160

FEES:

Daily Use: **\$100.00**
Rehearsals: **\$ 50.00**
Non-Refundable deposit of \$50.00 may be required.

RULES AND REGULATIONS:

1. There shall be **NO SMOKING** inside the building.
2. Alcohol **IS NOT PERMITTED** on the premises (INSIDE OR OUT).
Violation could result in criminal prosecution.
3. LESSEE is responsible for:
 - a. Picking up and returning key to building at City Hall during normal business hours.
 - b. Setting up tables and chairs and putting them away when finished.
 - c. Seeing that the building is properly taken care of during use.
 - d. Securely locking building before leaving.
 - e. Completely cleaning building on same day as rented in areas such as, but not limited to, the list below:
 - i. Emptying trash cans
 - ii. Dust mop floors
 - iii. Mop up spills
 - iv. Bathrooms and dressing rooms must be left in presentable manner
 - v. Kitchen is left clean
 - f. Abiding by City Ordinances
 - g. Abiding by Fire Codes
 - h. No nails and tacks being used in building.
4. When facilities are reserved for dances as a school function, there must be at least four (4) chaperones provided by the school: two (2) male and two (2) female.
5. (Security Guideline: There must be at least (2) Minden Police Officers and when required, up to (4) Minden Police Officers present at such functions at a pay rate of \$20.00 per hour per officer.) The cost of security, including an administrative fee of \$10.00, must be paid in advance along with rental and deposit fees.
6. All functions must terminate at 12 midnight and audience out by 12:15 unless the Center Director has given prior approval.
7. Failure to follow the rules and regulations will result in loss of deposit and prohibit any future rentals of the facility. This will include canceling all reservations that have been made.