

**CITY OF MINDEN**  
**COMMUNITY HOUSE RULES AND REGULATIONS**

**SEATING:**

Chairs Only                    225  
 Tables & Chairs                160

**FEES:**

Daily Use:                    \$100.00  
 Rehearsals:                 \$50.00

**A Nonrefundable \$100.00 Booking Fee is required**

Birthday Party – Ages 1-10 years	\$100 Rental Fee
	\$100 Non-Refundable booking fee
Birthday Party – Ages 11-15 years	\$100 Rental Fee
	\$100 Non-Refundable booking fee
	\$130 Security Fee
Birthday Party – Ages 16-50 years	\$200 Rental Fee
	\$100 Non-Refundable booking fee
	(2) Officers - \$250 Security Fee
	(3) Officers - \$370 Security Fee
	(4) Officers - \$490 Security Fee

\*Booking fee/deposit must be paid within two weeks of booking date and rental fee of building must be paid within one month of paying booking fee or deposit, unless authorized by the Facilities Director.

**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 the 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 Guidelines for Birthday Parties ages 16-50 years of age; Wedding Receptions involving music and dancing; Class Reunions and Family Reunions involving music and dancing: **There must be at least (2) Minden Police Officers and when required, up to (4) Minden Police Officers present at such functions at pay rate of \$30.00 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 **11PM** and audience out by **11:15PM** unless the Center Director has given prior approval.
7. Failure to follow the rules and regulations will result in loss of rental fee and prohibit any future rentals of the facility. This will include canceling all reservations that have been made.
8. There shall be **no events of any kind held at Minden Community House where admission is charged.**