

Albaugh Community Center

Facility Rental Information

Community Room Rental

- Friday Rentals
 - 5:00pm – 12:00am
 - \$700 resident, \$910 nonresident
- Saturday & Sunday Rentals
 - 9:00am – 3:00pm
 - \$600 resident, \$780 nonresident
 - 5:00pm – 12:00am
 - \$700 resident, \$910 nonresident
 - 9:00am – 12:00am
 - \$1,250 resident, \$1,625 nonresident
- Additional hours may be added onto rental for \$150/hour (rentals may NOT go past midnight)

Classroom Rental

- Monday-Thursday Rentals
 - 5:30pm-8:30pm
 - \$25/hour resident, \$35/hour nonresident

Room Rental Policies

Rental Time: **All set-up and clean-up must be done during reserved time frame.** Rental parties may not arrive early or remain after contracted rental time.

Facility Hours: The gym and upper level of the facility may be open to the public during Saturday & Sunday rentals depending on the rental time frame chosen.

Payment Policy: Reservation is confirmed when Rental Agreement and payment are received. Payment is due at the time of booking. Rental contract must be received within 10 business days of reserving. We do not hold dates. If Agreement and payment are not received, reservations will be cancelled.

Scheduling: Reservations may be scheduled no more than one year in advance.

Repeating Reservations: No more than one reservation per month, per individual or group, are allowed. Exceptions may be granted based on space availability, the time and day requested, and the interval between meetings.

Room Occupancy:

- Community Room: 156 seated, 239 standing
- Classroom: 28 seated, 58 standing

Equipment:

- Community Room: Includes use of 26, 60" round tables and 156 banquet chairs. Linens are not included.
- Classroom: Includes use of 14, 6' tables and 28 chairs.

Clean up: It is the responsibility of the renter to remove decorations and personal property, clean and restore the facility to the condition existing prior to renter's use. All items left by renters will be disposed of.

Renter must:

- Clean up spills and/or messes
- Clean all table and counter surfaces
- Sweep floor
- Trash bags should be tied and placed near the back door
- Return tables and chairs to the original layout

A fee of \$50 per hour will be charged if additional cleaning expenses are incurred by the City or if tables and chairs are not returned to the original set-up.

Kitchen Use (Community Room Rental Only): Rentals include use of the kitchen large appliances: refrigerator, freezer and oven/stove. Renter cannot hold the City responsible in case of accident/injury as a result of improper use of appliances. Renter must supply own pots/pans, plates, utensils, etc. Kitchen cabinets remain locked. If locks are broken during rental, renter will be responsible for replacement and labor costs.

Decorations: Decorations may not be affixed to any surface, including walls, windows, columns, floors, furniture or fixtures. Tape, tack or nails are not permitted. Only mounting clay or poster tack may be used on surfaces. Lighted candles, glitter, confetti, rice, bird seed, silly string and similar debris-leaving material are not permitted.

Signs and/or Banners: Signs and/or banners may be posted at rental facility on day of event only and must be removed at the end of rental period. Signs are not allowed in the right of way at any time.

Noise/Music: Live music and/or DJ's are allowed inside the venue. All audio equipment must be provided by renter.

Keys (Community Room Rental Only): Facility key card must be picked up at the Senior Community Center by 4pm on the Friday prior to your rental. If the key card is not picked up before 4pm you will be charged \$50 for a City employee to return to the office to obtain a key. After rental, key card is to be placed in the mailbox on the south side of the parking lot or returned during business hours the Monday following your rental. Renter will be charged \$75 lock replacement fee for any unreturned keys.

Smoke Free: No smoking shall be permitted in any City owned facility or parking lot.

Room Layout: Furniture may be arranged to suit the needs of the renter but must be returned to the standard arrangement at the end of your rental.

Security: The ACC reserves the right, at its discretion, to require private security and/or Ankeny Police Department personnel at the renter's expense.

Damages: Renter assumes full responsibility for any/all damages to the building, property and/or equipment while said premises are occupied by renter and/or guests and will be billed separately for all labor and materials needed. Should excessive facility maintenance or damages cause a delay or cancellation to a subsequent renter, renter will be held accountable for any refund fees to the inconvenienced renter.

Issues during rental: In case of emergency issues after business hours, call Polk County's dispatch non-emergency phone number, 515-286-3333.

Cancellation Policy: Facility rental refunds minus 50% will be issued for reservations cancelled a minimum of 30 days prior to the date of reservation. Cancellations within 30 days of reserved date will result in forfeiture of the rental payment.

Alcohol Policy: All State and local laws and ordinances must be strictly complied with regarding the use and consumption of alcoholic beverages. The undersigned, being of 21 years of age or older, understands and agrees to the following policies at the above indicated facility:
Only wine, champagne and beer are allowed. No hard liquor is allowed on the premises.
Area of service of alcoholic beverages is confined to inside the reserved facility.
The undersigned shall not solicit or accept donation, charge admission fees, ticket sales or other entrance fees for payment for food or alcoholic beverages without proper permits and approval.

Further, the undersigned acknowledges it is against the law to serve, provide, or make available alcohol to anyone under the age of twenty-one (21). The undersigned acknowledges that in accordance with the indemnification provision set out above, the undersigned is responsible and liable for any damages that result from someone under the age of twenty-one (21) consuming alcohol; such damages to include, but not limited to, property damage, personal injury, death, or disfigurement to themselves, as well as property damage, personal injury, death, disfigurement, or loss of consortium to third parties.

The undersigned agrees to assume full responsibility for any risk resulting from participation in any activity and further agrees to indemnify, protect, and hold the City of Ankeny and the Ankeny Parks & Recreation, and their elected officials, directors, officers, employees, representatives, and agents harmless from and against any and all actions or causes of action, claims, demands, liabilities, loss, damage, injury, suit, proceeding, judgment, cost, or expense of whatever kind or nature, including but not limited to reasonable attorneys' fees, arising from or as a result of any incident, act, action, cause of action, negligence, transaction or omission in connection with, or incidental to the use or consumption of alcohol by me or anyone attending my function.

The City of Ankeny reserves the right to decline acceptance of this rental application based on the nature of the event and to make inspections at any time. My signature below indicates I have read and understand the stated rental policy and agree to adhere to these policies.