

Albaugh Community Center

Facility Rental Information

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.

Payment Policy: Payment is due at the time of booking. We do not hold dates.

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

Room Occupancy:

- 28 seated, 58 standing

Equipment:

- 14, 6' tables
- 28 chairs

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

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
- Return tables and chairs to the original layout

A minimum fee of \$50 per staff hour will be charged in order to return the facility to its original condition.

Decorations: Decorations may not be affixed to any surface, including walls, windows, columns, floors, furniture or fixtures. Tape, thumb 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. There is to be no hanging of items from the ceiling/lights.

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

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.

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.

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.