

EDEN PARK
Board of Trustees
COMMUNITY CENTER POLICY

I. GENERAL POLICY

- A. The Park welcomes the use of its Community Center for socially useful and cultural activities and for discussion of current public questions. The meeting room is available on equitable terms to all groups in the community regardless of the beliefs or affiliation of their members, provided that the meetings are open to the public.
- B. All events at the Community Center shall require a refundable deposit according to the Community Center Rental Fees document (see below).
- C. The Community Center may be reserved for community events without charge by individuals, not-for-profit organizations, or other groups, provided their purpose in using the room is not personal, promotional, or for monetary gain. Weddings, family reunions, and customer service seminars are not considered to be community events.

NOTE: All events held under this section of the Board's policy are to be free of charge and open to the public.

- D. The Community Center may be rented by individuals or groups provided the required fees are paid at least seven (7) calendar days in advance of scheduled use. The fee will be refundable as follows:
 - 1. Cancellation prior to 48 hours of event – 100% refund
 - 2. Cancellation with 48 hours of event – 25% refund

- E. The Community Center shall not be reserved for any activity where the Board believes an individual's health or safety may be at risk, or where there is a reasonable risk that the Community Center may be damaged or defaced.

- F. The Community Center shall not provide storage, even temporarily, for the property of organizations or individuals meeting in the Community Center.

- G. Nothing may be fastened or affixed to the walls, nor may any decorations or equipment mar, deface, or otherwise damage the Community Center.

- H. Rulings of the Weber County Fire Marshall as to the capacity of people in the Community Center and other matters of safety shall be observed in all meetings. The capacity of the Community Center is **97**.

- I. Food may be served in the Community Center so long as the individual or organization using the Community Center provides for all cleanup, including carpet cleaning as necessary and under the direction of the Park Manager.

NOTE: Punch or other drinks containing a commercially based dye (red, green, orange, etc.) cause stains that cannot be removed, even with professional cleaning, and therefore, shall not be allowed in the Community Center.

- J. The person who applies for use of the Community Center shall be responsible for the following:
 - 1. Cleaning of the Community Center following the event
 - 2. Supervision of all guests and invitees
 - 3. Supervision of all minors (no unaccompanied minors shall be allowed in the Community Center)
 - 4. Any damage or destruction of any kind caused by any individual, from the period of time that the individual or group is given access to the Community Center, to the time that they no longer have access to the Community Center.

II. RESERVATIONS

- A. Community Center reservations shall require that an individual representing the group ("Applicant") complete an "Application for Use of the Community Center" (form available on Park's website or from Park Manager).
- B. The Community Center shall be assigned for use in order of the receipt of reservation application.
- C. Recurring reservations shall not be accepted more than three months in advance.
- D. The Board reserves the right to cancel permission to use the Community Center at any time if, in the Board's reasonable judgment and discretion, conditions warrant.

III. FEES

- A. Fees shall be charged according to the "Community Center Rental Fees" document which is available from the Park Manager or on the Eden Park website – Forms tab
- B. A Security Deposit of as outlined on the Community Center Rental Fees document shall be collected from each group prior to use.

EDEN PARK COMMUNITY CENTER ADDITIONAL RENTAL GUIDELINES

The person renting the facility shall be responsible for any damage to the facility, contents, grounds or parking area and shall pay for damages in full.

NO SMOKING inside or outside the building, as per Clean Air Act. All garbage shall be placed in plastic bags and placed in the outside dumpsters.

The facility shall be left clean. Floors shall be swept and mopped as needed. Remove any personal food from the refrigerator, leaving only the filled water jugs. The following shall be wiped clean: countertops, tables, microwave, stoves, ovens, sinks, and refrigerator. Spray cleaner and paper towels are available in the kitchen; brooms and mops in the storage room near the tables and chairs.

A Rental Checklist is displayed on the wall in the kitchen for your use and can be printed on the Park's website. If there are any problem areas when you arrive, take special note and report this on the Checklist.

Payment of rental fees shall be made at the time of reservation. A Cleaning deposit is required when the Key is picked up from the Park Manager.

The Cleaning deposit shall not be refunded if more than one hour of cleaning is needed to clean the facility or damages are found; there may be additional charges if this is the case. No deposit will be refunded without the attached Checklist and the Key. If the building is left acceptable, your cleaning deposit check will be available to pick up (or sent to you at your request) on the afternoon of the first business day after rental only.

All reservations shall expire at 12:01 am, and the building vacated. No overnight reservations.

Center has available to Renters

Banquet Tables
Chairs
2 Gas Stoves with Ovens
Microwave Oven
2 Roaster Ovens
Refrigerator
Coffee Maker
Electric Can Opener
Garbage Can Liners
Hand Mixer
Water Pitchers (about 20)
Salt and Pepper Shakers (about 20 sets)
Serving Bowls (a few)
Paper Hand Towels
Serving/ Cooking Utensils (a few)

Renters Need to Furnish

Paper Towel
Dish soap
Pans
Cooking/Serving Utensils and Knives
Serving Bowls
Plates
Drinking Glasses/ Cups
Silverware
Dishcloths
Dishtowels
Napkins
Pan Scrubbers
Tablecloths