

### **Our Mission**

The Glenn Community Center is a non-profit civic organization, organized in the community to promote activities which are recreational, charitable and educational in purpose.

We are an exempt organization under Section 501(c)(3) of the Internal Revenue Code

### **Board of Directors**

Rachel Ridley

- President

Matt Zawila

- Vice President

(Otto Accounting)

- Treasurer

Jill Woods

- Secretary

Trustees:

Rene Satterthwaite

Danielle Michael

Kelly Hecker

Sandy Gilman

Jane Hungerford

Rental Coordinator:

Sandy McPeak

Center#: 269-227-2262



## **RENTAL RATES & GUIDELINES FOR 2021**

*(prices effective 01/01/21)*

<b><u>Category</u></b>	<b><u>Rental Fee</u></b>	<b><u>Security Deposit Fee</u></b>	<b><u>Other</u></b>
Full Day Event* 8 am to 12 midnight	\$250.00	\$200.00	Option to set up the evening before or clean up the morning after.
Business Event for Profit-Making for Businesses*	\$150.00	\$200.00	Per Day (8am-12midnight)
Event for Local Non-Profits	Board Decision	\$200.00	
Fundraising for Local Non-Profits*	Board Decision	\$200.00	
Event by 501[c](3)	Board Decision	\$200.00	Must show 501©(3) status certificate or letter
Association Meeting	\$120.00	\$200.00	
Funeral Services	\$150	\$200.00	
Food Pantry	Board Decision	Board Decision	
Hourly Rate			\$25 per hour

Date is not reserved unless security deposit is paid and rental agreement is signed by both the Center (Lessor) and Renter (Lessee).

Eligibility for Member Rate: 90-day active membership. Members receive a 15% Discount on all Rentals.

### **Amenities**

- \* Seating for 125 persons, includes 4 high-chairs
  - \* Air Conditioned/Heated Facility
- \* First Floor Accessibility: 2 Restrooms, Coat Rack
- \* Commercial/Licensed Kitchen with stove, microwave, refrigerator, freezer
  - \* Parking on both sides of building
    - \* Swing set
    - \* Fieldstone fireplace
    - \* Back baseball field
      - \* Wi-Fi

### **RENTAL POLICY UPDATE**

Effective October 1, 2015, the Glenn Community Center Board approved updated changes and rate increases on renting the facility. These changes are necessary due to renters not adhering to defined clean up policies, damage to the center, changing times of rentals and amount of payment, and security deposits set forth in the rental agreement signed by all renters.

These changes are:

- ⇒ No new back-to-back rentals scheduled unless approved by Board President. Last minute rental requests may not be honored.
- ⇒ The fee may also be determined on hours use from start to finish.
- ⇒ Only current members who have paid their full membership will receive a discount.
- ⇒ Rental fees must be paid in full 1 month before the rental.
- ⇒ 501 {c}(3) organizations rent for FREE with \$100 security deposit and copy of IRS determination letter.
- ⇒ Everyone pays the \$100 security deposit. Security deposits are not refunded if hall is not cleaned per checklist or if there are damages.

We do not have an around-the-clock cleaning crew that most organizations and businesses have; and unfortunately, we have had to ask for volunteers to come and help clean up after renters left the hall in an unacceptable condition for our next renter.

Mutual cooperation and respect by all parties involved is of vital importance. These changes will be included in the revised rental agreement.

If you have any questions about our rental changes, please contact the Center at 269-227-2262. Thank you!