

WESTBY COMMUNITY CENTER

Rental Fee:

\$100.00 plus \$10.00 key deposit (\$10.00 will be returned to renter once key is returned).

*****Wall-hangings or wall-coverings are not allowed.**

*****Confetti and/or glitter is strongly discouraged, and may result in an additional cleaning fee.**

*****Burning candles are not allowed.**

*****Decorations/items are not allowed to be hung from the ceiling tiles.**

Regulations for Center Use:

- 1. Entrance to the Community Center is only allowed on the day you have reserved.**
- 2. Rental hours are 6:00 a.m. to 12:00 midnight the day of your event only. Entrance the day prior to your event for decorating/preparation purposes will result in an additional \$100.00 fee.**
- 3. No rummage sales are allowed.**
- 4. City Hall must be contacted to discuss a rental date during regular business hours, Monday – Friday, 7:30 a.m. – 4:30 p.m. Payment must be made within 3 days of reservation to secure the date. This fee is non-refundable.**
- 5. The key for the Community Center may be picked up at the City Clerk's office no sooner than the day before reservation is scheduled. The fee must be paid before the key can be released.**
- 6. The key is to be returned immediately the next business day at City Hall, at which time the \$10.00 will be refunded. If dropping the key in the drop box, please include information where your key deposit can be returned.**
- 7. No permanent wall-hangings or wall-coverings will be allowed without prior approval of the Westby City Council. No burning candles are allowed.**

Cleaning Policy:

- 1. All lights should be turned off, including bathroom lights.**
- 2. Building must be properly locked.**
- 3. Floors should be swept.**
- 4. Kitchen appliances, counter and dishes should be cleaned and put back in proper condition.**
- 5. Garbage is to be disposed of in proper containers.**
- 6. Tables should be wiped down.**
- 7. Janitor supplies are in the closet by the kitchen. The key that opens the front door also opens the janitor closet.**
- 8. The City of Westby reserves the right to send an additional bill to person responsible for key in the event the Community Center is not cleaned.**

Updated: January 4, 2023