

# NORTH NEWTON COMMUNITY ROOM

**This room is primarily used to hold council meetings and municipal court.**

**Rates:** \$50.00 – North Newton residents; \$75.00 – Non-resident rate  
\$150.00 – Commercial, sales or business use (rummage, craft sales, product sales, etc)

**Room Capacity:** 70 per Fire Marshall; approximately 40 if seated around tables

- Key is for the East door to Community Room. Guests should use the East door to enter building.
- You set your reserved time. Room set up the day before is generally not permitted, but may be allowed in some circumstances by pre-arrangement only. The room may be in use ahead of you. The Police Department is notified of all rented dates and times.
- No smoking or alcoholic beverages are permitted in building or on City property.
- No one is permitted in the raised council chambers or hallway behind chamber.
- Please do not allow children to play with window shades.
- Use of the big-screen monitor is by pre-arrangement only. You will need to bring your own HDMI cord to use with your laptop.
- No taped decorations to painted or wood surfaces in the room.
- Kitchen supplies on hand are limited. We recommend you bring what you will need.
- You may use the coffee makers, but will need to bring your own coffee supplies.
- **We discourage the use of beverages, punches, gelatin salads, etc. made with artificial coloring. Serious stains may require professional cleaning that could be at your expense.**
- No parking allowed in front of or behind the Post Office. If no parking is available on the south or west side of City Hall you may park in front of the 2500 Building to the south of the Post Office.
- A fire extinguisher is located across from the men's restroom and thermostat is on the west wall.
- **Disclaimer: There are security cameras in the Community Room, Front Lobby, and outside of the building. Be aware that staff and police officers may be monitoring the cameras. The City has the capability of looking at past video footage from the cameras.**

## Before Leaving:

- ☐ Return chairs and tables to storeroom or as you found them.
- ☐ Spot clean any stains in carpet or on chairs with cleaning product in storeroom. Vacuum sweeper in storeroom.
- ☐ Check that restrooms are left in order.
- ☐ Clean kitchen area and coffee makers if used. Leave the city's dish cloths and towels for City staff to launder. Don't forget to take any items or food you brought, turn off oven, etc.
- ☐ Bag and take your trash with you. You may leave recyclables.
- ☐ Turn off air-conditioner or heat.
- ☐ Turn off lights in kitchen and restrooms. The switch for small spot lights over chamber is by west door. Main room lights will go off automatically.
- ☐ Close door between lobby area and Community Room.
- ☐ After locking east door, drop key in night depository box located near the front door of the building. Keys not returned will be charged to the renter.
- ☐ To report a problem, you may leave a message at 316-283-7633 or call during business hours. In an emergency, you may try calling 316-706-8402 or 620-327-7369.

**I have read and understand the above rental conditions. I understand that I could be billed a cleaning fee at the rate of \$12.50 per half hour if the room and kitchen are not left in satisfactory condition.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date of Reservation

\_\_\_\_\_  
Times Reserved

\_\_\_\_\_  
Amount Paid

☐ Cash ☐ Card ☐ Check # \_\_\_\_\_

Key # \_\_\_\_\_ Returned on \_\_\_\_\_

Room Condition \_\_\_\_\_