

Policy on Reserving Cedar Fort Community Center

The Community Center is an asset of the Town of Cedar Fort (Town) and may be reserved for exclusive use as long as the ***Rules and Regulations*** are followed and the appropriate fee and deposit are paid in advance.

The Town reserves the right to evict anyone from the Community Center (Town Property) who is endangering himself/others or who is disrespectful of equipment, rules, regulations or property.

The Town reserves the right to deny or revoke any reservation if the Town desires to have the Community Center available for Town use.

Reservations are required for the use of the Community Center.

The Community Center may be reserved for use as follows:

1. Contact the Groundskeeper to verify availability.
2. Complete and sign the ***Community Center Rental Agreement***.
3. Read, acknowledge and sign the ***Community Center Rules and Regulations***.
4. Read, acknowledge and sign the ***Indemnification, Hold Harmless and Release of Liability Agreement***.
5. Upon payment of fee and deposit to the Groundskeeper, the reservation will be accepted.
6. The fees for reserving the Community Center are as follows:
 - Residents/ Non-Profits: \$35/hour (max \$300/day)
 - Non-Residents: \$70/hour (max \$600/day)
 - Commercial Groups: \$100/hour (max \$900/day)
 - \$300 deposit is required for residents and non-profits.
 - \$600 dollar deposit is required for non-residents and commercial groups.
7. The deposit will be returned after the Community Center is inspected for proper cleanup and all equipment is present and accounted for and the ***Checkout and Clean up Checklist*** is satisfactorily completed.
8. Event insurance, in a form acceptable to the Town is required for large groups or commercial activities or if alcohol is to be served.