

## Community Center Guidelines

1. **In the event that the installation would go into an elevated threat level (ex: pandemic, weather) reservations may need to be re-scheduled or cancelled.** Reservations that are canceled/re-scheduled by the facility manager will receive 100% refund.
2. **Reservations:**
  - a. All reservations will be considered tentative until a contract has been signed and returned, and payment has been made.
  - b. All reservations are on a first-come first-serve basis with command priority.
3. **Reservation requests:** Requests for reservations are accepted 60 days prior to event date. Requests for reservations outside of this time frame are not considered formally contracted until the listed time frame. Facility Reservation Form must be completed.
  - a. Your time frame requested includes your event set-up/break-down. See 4C.
  - b. Rentals are limited to a time limit to not exceed 8 hours at any time. See 7 for long term options.
4. **Fees:**
  - a. Community Center reservations start at a base price of \$100, with an additional \$30 per hour. The base price covers 3 hours of reserved time, including your set-up/break-down.
  - b. \*Optional delivery fees for a weekday delivery/set-up/break-down start at \$50. Weekend delivery/set-up/break-down starts at \$100.
    - a. These fees may increase if delivery requires larger crew sizes.
    - b. Reservation setup is the requesting party's responsibility, unless requested by the renter and approved by facility manager.
  - c. Rentals that exceed the agreed upon amount of time are subject to a higher charge of \$30 per hour over the agreed upon time.
5. **Long Term/Overnight Situations:** These situations are case-by-case and will be subject to higher rental fees. The Community Center does not allow overnight rentals however if a party has a consecutive reservation we may allow the party to leave their items overnight for ease. This will be up to the facility manager to decide feasibility. MWR is not held liable for any items misplaced, damaged, or lost during the entirety of the rental.
6. **Command Functions:** Command functions have priority over general rentals. MWR supports commands in a variety of ways, including free rentals for their events, however we do not waive facility fees as that fee goes towards the staffing it takes to maintain the facility and general maintenance.
  - a. If you are a command seeking rental support please notate that proper paperwork can be distributed.
7. **Holiday Hours:** Rental requests that occur on a holiday are accepted on a case by case basis, and are limited to a time limit to not exceed 8 hours at any time.

8. **Amenities:** The Community Center comes equipped with additional outdoor seating, indoor restrooms, a kitchenette, 12 tables, 80 chairs, a built in stage, AV system, podium, and microphone. There is a bar add-on option, See 9B.
9. **Catering/Bar Service:**
  - a. Outside food and beverage is allowed within the facility. We recommend using Fly Away Café as a caterer however it is only a recommendation.
  - b. Small private parties (less than 30 people) can supply their own beer and wine with permission from facility manager.
  - c. Serving beer and wine (at greater capacities) and liquor is not permitted unless using an MWR bartender. A service fee will be added for the bartender and beverages will be buy as you go. There are two options for bar service:
    - i. Beer and Wine Bar (select 4 beers, 2 wines)
    - ii. Full Rail Bar (select 5 liquors, 3 beers, 2 wines, and a seltzer)
10. **Payment:** Full payment is required at a minimum of 14 days prior to requested function date. We will take payment from one function representative or the point of contact/coordinator for the requested event. American express, master card, visa, or personal check are accepted.
  - a. Payment can be made over the phone as long as all contracts and paperwork are signed and returned.
11. **Cancellations:** Fourteen days' notice is required to request a cancellation for a contracted reservation. After 14 days, there are no refunds.
12. **Decorations/Damage:** All decorations must be approved by the facility manager and are the responsibility of the host. Movement of any equipment is permitted as long as the moved equipment is returned back to standard setup. Damage to equipment, building, or any facility fixture which exceeds normal wear and tear, will be charged to the event sponsor at the rate equal to repair and replacement of damaged item or items. The use of tape, nails, staples, or other fasteners that leave permanent marks are strictly prohibited.
13. **Responsibilities/Cleaning:**
  - a. The host/sponsor is responsible for the conduct of guests and for loss or liability incurred by any guest. The sponsor and guest will abide by socially accepted standards. The host/sponsor will observe and report to the facility manager for any damage or discrepancies otherwise not noted prior to reservation.
  - b. At the end of the rental it is the host/sponsors responsibility to remove all trash and do a general clean sweep of the facility. If there was movement of any equipment/furniture it must be returned back to standard setup. A deep clean and restock will be provided afterward by an MWR custodian.