

ALMIRA COMMUNITY CENTER – RATE SCHEDULE
(1-1-2011 REVISION)

RETAINER DEPOSIT (Key return, Clean Linens, Damage Free & Clean Bldg/Grounds)	\$150.00
ENTIRE BUILDING – One day rental	\$150.00
BIG ROOM ONLY – One day rental	\$100.00
DINING ROOM & KITCHEN ONLY – One day rental.....	\$50.00
DINING ROOM ONLY - One day rental.....	\$35.00
PRIOR DAY SET-UP	\$35.00
FOLLOWING DAY CLEAN-UP.....	\$35.00
DUMPSTER FEE – (Charge based per event / filling of dumpster beyond normal use)	\$35.00

RETAINER DEPOSIT: Issue a separate check for this deposit. It will not be cashed and will be returned after all provisions of Rental Agreement have been met.

PRIOR DAY AND FOLLOWING DAY: Fees for these days are to cover additional utility costs. A request for these extra days can only be extended if the facilities are not previously rented.

KEY: Upon receipt of signed Rental Agreement, Retainer Deposit and rental fees, you can obtain a key from City Hall. Key must be returned to City Hall following clean-up.

Some non-profit organizations and youth groups will be extended the use of facilities on a no charge basis. A signed Rental Agreement is still required along with a Retainer Deposit when deemed appropriate. Dumpster fees will apply if event meets above stated criteria.

CLEAN-UP: AS STATED IN RENTAL AGREEMENT

1. ALL floors must be swept, mopped and/or vacuumed including removal of stains.
2. Bathrooms must be swept, mopped and messes cleaned up.
3. Kitchen linens cleaned and in drawers for next use. **(They will be counted)**
4. Tables, chairs and kitchen counters must be wiped down. All utensils must be put away. **Remove all food including in refrigerators. If the GRILL is used: Remove all empty grease trap debris into a garbage bag, tie closed and place in a box before placing in garbage. Clean and oil the grill.**
5. ALL garbage including bathrooms to be sacked and placed in dumpster with lids shut.
6. Big room tables and chairs returned to storage closet. **Leave dining room tables/chairs in dining room just as they were upon arrival.**
7. Turn thermostats down (big room and dining room) immediately after use.
8. Turn off all lights. (Inside and outside)
9. Lock all doors and return key to City Hall.

PLEASE RETURN SIGNED RENTAL AGREEMENT, PAYMENT FOR RENTAL, AND A SEPARATE CHECK FOR RETAINER DEPOSIT TO: Almira Community Center; PO Box 211; Almira, WA 99103