



Policies and Procedures

For Individual & Organizational Use of C. W. Mount Community Center

Introduction:

The C.W. Mount Community Center is a 45,000-sq. ft. facility that houses the Tipton Co. Memorial Hospital Lifetime Fitness Center, The Senior Citizen Center, The Boys and Girls Club, Gymnasium, Elevated Walking Track, and Banquet Facilities.

The following Policies & Procedures apply to the leasing and use of the C.W. Mount Community Center (hereinafter referred to as the Center) at 341 W. Jefferson Street, Tipton, IN 46072. Organizations or individuals booking and using these facilities (hereinafter referred to as Lessee) must be in full compliance with such Policies & Procedures, as they apply to events held at this facility, and sign this agreement of usage.

Rental Facilities:

The Banquet Room consists of 1 room that can be divided into 3 meeting rooms: The Cardinal Room, capacity of 80, The Sagamore Room, capacity of 56, (including the dance floor), and the C.W. Mount Room, capacity of 112. The entire room has a capacity of 250. Thirty-three 5ft. round tables, & 8 eight-foot banquet tables are available for use. A large commercial kitchen complete with gas, convection, and microwave ovens, refrigerator, freezer, dishwasher, steamtables, worktables, ice machine, and extensive cooking/baking equipment adjoins the Cardinal Room.

The Gymnasium may be divided into 2 half-court playing fields. 6 goals, of which 4 are adjustable in height are available for play. Volleyball may be set-up for an additional fee.

I. Rental Policies & Procedures

1. Events:

- A.** The Center retains approval rights of performances, exhibitions, or entertainment offered. Lessee must agree that no such activity or part thereof shall be given or held if Management objects on the grounds of character offensive to public morals, failure to uphold event advertising claims, or violation of event content restrictions agreed to by both parties at the time of completion of contracted agreement.
- B.** Facilities and Date Scheduling commitments are not made more than one (1) year in advance.
- C.** Lessee acknowledges that the Center's facilities include three(3) meeting/banquet rooms and the gymnasium, any or all of which may

be in use by other parties at the date/time of lessee's rental.

- D. Lessee acknowledges that the Center houses three (3) tenants which may also have regular or special events at the date/time of Lessee's rental.

*although much care is given to the Lessee's needs, cooperation in use of shared areas is required.

2. Fees:

Rental Rates:

Cardinal Room (South).....	\$ 80.00
Sagamore Room (Center/ with Dance Floor).....	\$ 80.00
C.W. Mount Room (North).....	\$ 80.00
Entire Banquet Room.....	\$ 210.00
*2 day rental.....	\$ 315.00
Kitchen.....	\$ 80.00
Gymnasium....hourly.....	\$ 20.00
3-6 hours.....	\$ 50.00
Volleyball set-up.....	\$ 20.00

Booking Deposits

- A. All requests for dates at the Center will be considered tentative until such time as a contract has been signed and a \$50.00 booking deposit has been received.
- B. Booking deposits are non-refundable and non-transferable.
- C. Booking deposits are credited to the total amount of the room rental.

Damage/Cleaning Deposits:

- A. The Center reserves the right to require every Lessee to submit a damage/cleaning deposit. Damage/cleaning deposits are as follows:
- * 1 meeting room = \$ 50.00
 - * 2 or 3 meeting rooms = \$ 100.00
 - * gymnasium = \$ 25.00
 - * kitchen facilities = \$ 100.00
- B. Damage/cleaning deposits will be refunded by mail--in full, in part, or not at all--within 10 days after event, depending on the condition of the leased premises and its equipment after the event.
- C. The Center reserves the right to determine what constitutes damage and/or cleaning fees, and what portion of damage/cleaning deposits will be returned.
- D. Non-compliance with any of the rules & regulations listed in Section II may also result in damage deposit fees being retained by the Center.

- **Room rental balance and damage/cleaning deposit is due 30 days prior to event.**
- **Rentals not paid in full by due date will not be held for lessee.**
- **Rentals made less than 30 days before the event must be paid for in full at time of reservation.**

Cancellation/Postponement Policy:

- A. Cancellation/postponement less than 30 days before event--
all fees are non-refundable/non-transferable.
- B. Cancellation/postponement 30+ days of event – Rental fees & Damage

deposits, **less booking fee**, will be refunded.

Keys to the building and banquet rooms may be picked up the evening before the event.
It is the responsibility of the Lessee to call the Building Manager for an appointment.

II. General Rules & Regulations

1. Building Provisions/Clean-Up

- A. The Center will provide heat/air conditioning and basic lighting. Security Cameras are located throughout the building, and record 24 hours a day, 7 days a week.
- B. Additionally, the Center may provide podium, microphones, table service, etc. which may be reserved along with the room rental at no additional cost.
 - *Table service is only included with kitchen rental.
 - *To ensure availability, reserve the above items on initial contract.
- C. **All equipment, including, but not limited to, tables, chairs, counters, sinks, tableware, etc., must be cleaned and replaced in original position. All floors must be swept, and spills mopped. Hallway restrooms must be left in appropriate condition. Trash must be placed in the dumpster in the alley East of the building. All food items must be removed.** Disposal of cooking residue (oil, grease, etc.) into the Center's drainage system is prohibited. Non-compliance may result in janitorial fees being withheld from damage deposit. Using glitter in decorating may result in extra janitorial fees being withheld from damage deposit.
- D. Room modifications, such as nailing, stapling, taping, spraying, drilling, coring, punching, hanging on or attaching to walls, floors or ceilings, are not permitted. Painting of signs, exhibits, vehicles, or other objects is not permitted. Damage made from these acts will be repaired and charges withheld from damage deposit.
- E. Additionally, Lessee, decorator, caterer, musicians, etc., preparing for an event are required to protect the carpeting and furnishings of the Center with whatever means are necessary to prevent damage. Clients who fail to provide protection will be billed for the necessary repair, replacement and/or labor involved in clean-up or repair.
- F. The gymnasium and all other spaces/offices in the building are "off limits" to banquet room users unless reserved also. Use of unreserved spaces will result in rental fees being withheld from damage deposit.
- G. If children are present during your event, they must be supervised by an adult at all times, in all areas rented by lessee including restrooms & gymnasium.
- H. Rollerblades, skates, scooters, skateboards, and RC cars are not allowed on the grounds or inside of the Center. Bicycles are not allowed inside the Center.
- I. **No** hard-soled shoes, hard balls or equipment are allowed on the gymnasium floor. Gym floor must be dust mopped after use. (Dust mops in walking track stairwell, east.)
- J. The Center is a non-smoking facility. Smoking is not allowed in any area of the building, including hallways, banquet/meeting rooms, gym,

- entry towers, restrooms, and offices.
- K. Use of alcoholic beverages is not permitted on the premises.
 - L. Animals, with the exception of service animals, are prohibited on the grounds of, or inside of, the Center.
 - M. The Lessee shall not bring upon the Premises any exhibit, equipment, or vehicle which, in the judgment of the Center, would or might be dangerous to persons or property or otherwise incompatible with structure, systems, and furnishings. Hazardous chemicals and materials; e.g., pesticides, herbicides, poisons, etc. are prohibited inside the Center. The Lessee is responsible for removal of hazardous waste and must comply with applicable federal and local regulations. Hazardous waste includes materials that are ignitable, corrosive, reactive, toxic, or biohazardous. Any costs or applicable administrative expenses incurred by the Center for the removal of the hazardous waste left in or about the Center will be assessed to the Lessee.
 - N. Lessee shall remove all luggage, equipment, decorations, etc. from premises immediately following the close of the event, unless prior arrangements have been made in writing. Any property not claimed within 24 hours will be considered abandoned by Lessee. The Center may take possession without liability. The Lessee shall be liable for costs incurred as a result in disposing of the abandoned property and may result in fees being withheld from damage deposit.
 - O. All lights must be turned off, and all banquet and exit/entry doors must be locked. Keys must be deposited in the mailbox located outside of the building managers office immediately following the event or a charge of \$15.00 per day will be withheld from the damage deposit.**

III. Fire Safety

Fire Safety guidelines are established and regulated by the Tipton Fire Marshall. TOTAL ROOM CAPACITY is 250 seated persons.

- A. **Fire exits, aisles, fire-fighting equipment, or other emergency equipment cannot be blocked, propped, or altered in any way.** Anything found obstructing any of the above will be removed at the expense of the Lessee.
 - * The Center will not permit facilities to be occupied greater than listed capacities.
- B. All drapes, buntings, decorations, etc., must be made of non-combustible materials. All live Christmas trees must be fire proofed.
- C. Lessee is responsible for keeping contracted areas free of any debris which might present a fire hazard.
- D. Unsecured helium balloons and open flames will not be permitted. Enclosed candles may be used, subject to the Center's approval. Clean-up regulations apply.
- E. When the fire alarm is sounded, all occupants must leave the building immediately via the nearest exit.

IV. Insurance

- A. The Center does not hold insurance on the personal property of the Lessee and is not liable for loss, theft, or damage to property belonging to Lessees, its vendors, agents, or its attendees. Lessee hereby waives any claims against the Center and the persons described for damages to, or loss of, the property.
- B. The Lessee agrees to save and keep the City of Tipton, the County of Tipton, the C.W. Mount Community Center, board members, volunteers, employees or connected parties of organizations housed within the facility harmless from any and all liability whatsoever arising out of its use of the C.W. Mount Community Center's facilities.

* The Center, at its option, may require the Lessee to provide proof of liability insurance coverage for Lessee's use of the center in such amounts as Lessor deems necessary.

V. Not-For-Profit Organization Use

- A. Not-For-Profit Organizations may use Banquet Room/Meeting Rooms on **donation-only terms**.
- B. Booking Fee of \$50.00 is required, and will serve as damage deposit for Meeting Room. Additional damage/cleaning deposit for kitchen and gymnasium is required as listed. Refunds of fees are as listed.
- C. Reservations of meeting room for donation-only are not scheduled more than 30 days prior to event.
- D. All policies and procedures listed previous apply.
- E. Kitchen and Gymnasium fees apply.
- F. Not-For-Profit Organizations may use facility on donation-only basis four (4) times per year.
- G. The Center may request Organization's Not-For-Profit Number.

VI. Facts and Staff

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Building Manager: Roseann Lord
***Available by appointment only**

