



Mapleton Community Center Facility Use Policies and Procedures

We appreciate the opportunity to provide a facility for your use. Please take a few minutes to review our policies and procedures. Any exceptions to these policies and procedures should be pre-approved by City Council or Building Maintenance staff and communicated accordingly. Please direct your questions to the City Hall at 282-6992. (The City of Mapleton reserves the right to refuse to rent to any party that violates the terms of the agreement, policies or procedures.)

GENERAL INFORMATION

- Any person at least 21 years of age, or any organized group may submit an application to reserve City facilities. Must be submitted at least 2 week prior to event.
- All applications, alcohol permits, and any “special use” requests are subject to review and approval by City Council and Community Center staff. Use Agreements are not transferable. A new application must be submitted at least 2 weeks prior to the event with all appropriate fees, for each new date requested.
- Residency is based on the permanent address of the responsible party. The responsible party shall incur all costs and be responsible for damages and liability. The responsible party will also receive any refund due after the event.

FORMS and RENTAL CONFIRMATION

- Rental Application - the deposit fee and the rental fee must be paid not less than 2 weeks prior to the requested date, required completion of paperwork and signature of responsible party.
- One- Day Alcohol Permit - required when alcohol at event.
- Special Use Permit – required for live music, kitchen use, animals or special equipment, etc. and special organization arrangements approved by council.

A rental confirmation will be mailed or given to you upon approval of your event. You will also receive the applicable keys and any other forms or permits that are required. These documents should accompany you on the day of your event.

GENERAL RESTRICTIONS

- A. Any event or activity to be attended by a majority of persons less than 21 years of age are required to have one (1) responsible adult over the age of 21 in attendance for every ten (10) persons under 21. The responsible adult is to be present at the community center during entire operation hours.
- B. The Mapleton City Council has voted that all parties must be done by 10 pm. Parties will be allowed to clean up after until 11 pm. City of Mapleton noise ordinance, which, in part, restricts most noise after 11:00 p.m., prohibits any loud noise that may disturb residents of the community. The responsible adult should assure that all City and County Noise and Curfew ordinances are followed and remind all to be courteous of those who live in close proximity to the Center. The adult present during events should periodically monitor outside activity to assure compliance.
- C. The Community Center is a smoke free building. Smoking is NOT allowed inside. The designated smoking area is located outside the community center where an ash receptacle is provided. It is a class B misdemeanor for a minor (under 18) to smoke, use or possess cigarette and tobacco products.

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EQUIPMENT

- A. Applicant is responsible for room setup and takedown. *(Clean up is to be completed immediately after your event, not the next day.)*
- B. All tables should be returned to their original location. Tables marked underneath with a "C" are to remain set up, tables marked underneath with a "B" are to be returned to the rack in the community center, and tables marked underneath with an "A" are to be returned to the rack in the furnace room.
- C. Under no circumstances shall chairs, tables, or other equipment belonging to the City of Mapleton be removed from the facility. Sitting/walking/standing/dancing on tables is prohibited.
- D. Functions held at the Community Center that include a request to use the kitchen facility, refrigerator, freezer or silverware/utensils will require applicants to check with City staff prior to your event to assure availability of inventory needs. Kitchen cooking equipment is not to be utilized without prior approval by the Mapleton Park Board.
- E. Electrical appliances i.e. coffee/crock pots, roasters etc. may be utilized for food service. Please utilize common sense to not overload the circuits with these appliances. Circuit breakers are located in the furnace room in the event of an overload.

GENERAL CONDITIONS OF USE

- A. **CLEAN UP – *(Immediately following event.)*** All floors should be swept and mopped, tables wiped down prior to putting away, restrooms left tidy, outside of building inspected, and all garbage placed in appropriate outdoor containers. *Please leave the facility as clean as you found it.*
- B. Decorations may be put up with scotch or masking tape or as designated by the Public Service Worker. No staples, duct tape, nail, or tacks are to be used in the Community Center without prior approval from Public Service Worker.
- C. Animals are not allowed inside the facility without prearranged agreement.
- D. All exterior doors are to remain closed. Contact the City Maintenance employee if temperature controls need to be adjusted. Heat & Central Air thermostat is locked and not to be tampered with. A comfortable temperature is pre-programmed for each event. Please inform the City Hall of any special needs prior to your event.

Various groups utilize the Community Center during each week. The City Maintenance employees will perform weekly and if necessary daily overall clean up, inventory of supplies and general inspection of equipment etc. to assure that the Community Center is kept in a clean, orderly and safe environment for all patrons. It is important that you conduct a spot check of the community center room prior to and immediately following your event. It is anticipated that the equipment and community room will be left in as good or better condition. If there are any damaged or dirty areas noted prior to and following your event please call 282-6992 immediately and leave a detailed message.

Initial Inspection/Cleanup-Closing checklist is provided with each confirmation of rental and posted at the community center for your reference.

MAPLETON COMMUNITY CENTER FACILITY USE INITIAL INSPECTION/CLEANUP – CLOSING CHECKLIST

- Pre-inspection spot check conducted.
The following items were noted and have been reported to 282-6992:

AT THE TIME OF CHECKOUT:

- Wipe off all counter areas and tables used
- Leave all tables marked with a B or C underneath set up
- Return tables marked underneath A to rack in furnace room
- Return all chairs to chair rack
- Empty all garbage to outside dumpsters (on east side of building)
- Clean up any heel/shoe marks on floor
- Sweep and wet mop community center floor
- Clean bathrooms, assure toilets are flushed
- All lights are turned off.
- All doors are secured and locked
- Final Inspection - Sign closing sheet (posted by door):
The following items were noted:

This checklist is provided as a tool and does not need to be returned to the City Office. Feel free to utilize this checklist to report any items of concern or damage that the City should be made of aware of.

We appreciate your cooperation in helping to maintain our Community Center. If you have any questions, please feel free to call the City Hall at 282-6992.

Thank you very much!