**Gathering Place Facility Policies and Procedures**

**Rental information:**

The Gathering Place is available for rental seven days per week. The rental rate is $25 per event. The facility has a capacity of 45. Tables and chairs to accommodate that capacity are provided including 2- round tables that seat 6 and 7 rectangle tables that seat 6.

**Reservations:**

Reservations can be made by contacting Sarah Kane 509-549-3020 or via the LaCrosse Community Pride’s webpage (www.lacrossecommunity pride.com). Reservations are taken on a first- come first- serve basis. **Reservations are not confirmed until security deposit and signed rental agreement are received.** Payments for the rental can be made prior to the date of the rental with a check for the rental fee and another check for the security/damage deposit. Otherwise, the renter will be invoiced once the inspection by a LaCrosse Community Pride employee or board member has been completed after the event is held.

**Cancellations:**

A cancellation must be made one week prior to agreed rental use, by contacting Sarah Kane 509-549-3020. If your reservation is made during a “prime calendar time”, (holidays, graduation, LaCrosse event days or Saturdays) then cancellation must be made two weeks prior to agreed rental date. If cancellation is not received within that time period, the rental fee will not be returned.

**Security/Damage Deposit:**

A refundable security/damage deposit in the amount of ***$125*** is required to hold the reservation and may be used in event of damage or lack of leaving the premises in the condition in which it was rented. **Do not include the rental fee and security/damage deposit in the same check.** Other information about the deposit can be found on the Rental Agreement document.

**Policies and Procedures (prior to the event an orientation tour will be arranged with a member of the LaCrosse Community board. At that time all of the policies/procedures will be discussed, questions answered and a checklist of renter responsibilities will be covered in detail. The checklist will be available to the renter for the event:**

A. The Gathering Place is a ***Smoke Free Facility.***

B. User can not tape or staple materials in any way to the walls, ceiling or acoustic panels. No, nails, screws, or other objects are allowed. Ribbons, balloons or other lightweight items may be tied or hung from the overhead ceiling spans. All decorations must be removed immediately following the event.

C. User is responsible for returning all round tables and chairs to their original locations. Other tables and chairs used for the event must be returned to their appropriate storage cart.

D. The renter is responsible for proper cleaning of the kitchen immediately after the conclusion of the event. If the after-event inspection determines that the kitchen was not properly cleaned, the security/damage deposit will be reduced by the cost of proper cleaning.

E. Use of the kitchen includes: sinks, designated refrigerato*r*, coffee makers, ovens, dishwasher, dishes, cooking utensils, and any other equipment or item covered during the orientation session.

F. No repair work is to be done to the facility by unauthorized personnel.

G. If alcoholic beverages are served, or food prepared or served, the required permit is to be purchased, copy provided at the time of the orientation session prior to event and must be visibly displayed during the event.

H. All trash must be removed from the Community Center and placed in the dumpster located in the NE corner of the parking lot. All food must be removed.

I. Bowls, cooking equipment or other kitchen items are NOT to be removed, even temporarily.

J. Floors must be vacuumed, swept and mopped and tables and chairs wiped clean. A fee of $50 will be withheld from the security deposit if the facility is not left in the same condition as at beginning of the rental event. If for some reason you can't and/or don't want to clean-up after the event, arrangements can be made to have an employee of LaCrosse Community Pride clean for you for $50. Contact Sarah Kane (509)-549-3020 for details.

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