

**SHELDON COMMUNITY SERVICES CENTER
RENTAL RATES & REGULATIONS**

<u>ROOM</u>		<u>RATES</u>
Dinner Date / Kitchen (up to 152-see attached sheet)		\$75.00 plus \$35.00 deposit
Community Room A (East) (up to 136-see attached)	No Kitchen	\$75.00 plus \$35.00 deposit
Community Room B (West) (up to 176-see attached)	No Kitchen	\$100.00 plus \$35.00 deposit
Community Room A & B (up to 344-see attached)	No Kitchen	\$150.00 plus \$60.00 deposit
Note: Seating space depends on whether using tables or straight seating		
Use of 3rd Floor Kitchen (Mandatory if food & drink served)		\$25.00
Use of Sound System (3rd Floor Only) (Room B or A & B - <u>Not</u> A Only)		\$50.00

RULES

- PLEASE make an appointment to view rooms for possible rental. This is a very busy office & we want to arrange the time for you that you deserve. Rental fees must be paid before reservation honored.
- Absolutely NO rummage sales or auctions will be allowed on these premises.
- Use of more than one meeting room or level will constitute a charge for each area.
- Loud music or excessive noise will not be tolerated & expulsion and forfeiture of deposit will occur.
- WILL NOT RENT IMMEDIATELY BEFORE OR DURING COUNCIL MEETINGS, BOARD MEETINGS, OR PUBLIC HEARINGS.
- NOTE: Decorating of any area before day of event or extended use of area after event will constitute additional rental day fee - if area is not available because of your decorating, etc. Tables & chairs will be set up the day before an event if not rented to someone else for that day or evening.
- The rental party is responsible for the locking and unlocking of the Community Building. A \$10 key deposit is included in the building deposit. The Community Building rental key must be picked up at the Sheldon City Office between the hours of 7:30am and 4:30pm Monday-Friday. The key is to be picked up no earlier than the day before the rental date or the last business day prior to the rental. **The rental party must return the key immediately following the rental. Failure to do so will result in forfeiture of the key deposit.** The key can be returned to the City Offices during business hours, to the Sheldon Police Department or placed in a sealed envelope in the utility drop box after hours. **Failure to return the key will result in forfeiture of the deposit and additional costs of changing locks and replacing ten (10) keys.**
- Deposit will not be refunded if area is not restored to acceptable condition. Any damage or staining of carpet, walls, etc., will cause forfeiture of deposit & possible assessment of damages.
- **Absolutely NO ALCOHOLIC BEVERAGES OR SMOKING ALLOWED.**
- The Community Services Center is not wired for excessive requirements of electric amperage & voltage. ABSOLUTELY no one has the authority to tamper with the electricity to alter service. Legal action may result if tampered with.
- **State Fire Regulations Prohibit The Blocking Of Any Exit Door.**
- No tape, sticky substance or pins may be used on walls. Absolutely No furniture, risers, etc., may be brought in. Only the tables & chairs that are included with the rental will be allowed.
- Supervision of children must be maintained at all times. Absolutely no climbing, sitting, etc., on pillars, railings is allowed. No running up & down stairways or operation of elevator by children.
- Please do not sit on tables.
- Violation of these rules can result in the expulsion from premises and / or forfeiture of deposit. Any abuse of premises or damage to building or furnishings will result in assessment of charges, repair or replacement costs.

THIS IS A PUBLIC FACILITY - PLEASE HELP TAKE CARE OF IT SO THAT YOURSELVES AND OTHERS MAY ENJOY IT NOW AND IN THE FUTURE.

THANK YOU.

Seating Options for Community Building Rentals

	Room A	People
Chairs only with podium	11 rows of 10 plus 5 on the south wall	115
	Room B	
Chairs only with podium	9 rows of 18	162
	Room A & B	
Chairs only with podium	16 rows of 18	288
There is room for 20 or 30 more people but the placement of the chairs is not adequate.		
	Room A	
Tables & Chairs	5 rows of 3 tables 15 tables 8 per table	120
↳ 2 serving tables		90
If there are no serving tables you can add 2 round tables	8 per table	136
	6 per table	102
	Room B	
Tables & Chairs	5 rows of 4 tables 20 tables 8 per table	160
↳ 2 serving tables		120
If there are no serving tables you can add 2 round tables	8 per table	176
	6 per table	132
	Room A & B	
Tables & Chairs	5 rows of 7 tables 39 tables 8 per table	312
↳ 4 serving tables	1 row of 4 tables	234
If there are no serving tables you can add 4 round tables	8 per table	344
	6 per table	258
	Room B	
Wedding Setup	Head Table & Punch Table	
2 serving tables	5 rows of 3 tables 15 tables 8 per table	120
		90
	Plus 8 or 12 people at the head table	
	Room A & B	
Wedding Setup	Head Table & Punch Table 36 tables 8 per table	288
2 serving tables	5 rows of 6 tables 6 per table	216
	1 row of 4 tables South wall	
	1 row of 2 tables Council door	
	Plus 8 or 12 people at the head table	
	Dinner Date Room	
Tables & Chairs	5 rows of 3 tables 19 tables 8 per table	152
3 serving tables	plus 4 tables (west) 6 per table	114