

# **ITHACA COMMUNITY CENTER RENTAL POLICY**

**120 N. Maple Street, Ithaca MI 48847**

**(989) 875-3200**

The citizens of Ithaca are proud of the Community Center and feel that it is one of the finest in Mid-Michigan. In order for us to maintain our present status, rules and regulations regarding the use of this fine facility are necessary. We thank you in advance for your cooperation.

## **DEPOSIT & FEES**

- **Both Deposit and Reservation Form must be completed in order to hold reservation.**
- There is a \$50 cleaning and damage deposit due to hold the reservation. This fee, or a portion thereof, will be refunded if the center is clean and no damages are done. Any damages or additional cleaning that exceed the deposit amount are the responsibility of the Renter and will be billed accordingly.
- **Monday – Thursday \$80 per 4-hour block or \$150 for all day.  
Friday – Sunday \$120 per 4-hour block or \$200 for all day.  
Set up and clean up time must be included in the rental hours.**
- **The deposit will be returned upon cancellation given at least two (2) weeks in advance. Otherwise you will be charged for the original time reserved.**

## **SPECIAL INSTRUCTIONS FOR USERS**

- The key to the center may be picked up during normal business hours at City Hall.
- The podium is available by request only.
- Before departing, the outside doors shall be locked and the key placed in the drop box at the entrance.
- Tables and chairs are to be cleaned before taken down and placed in the closet.
- Vacuuming is not required; however large items shall be picked up off the floor and spills on floors need to be taken care of.
- During the winter months persons renting the center shall be responsible for shoveling and salting the sidewalks. The City will remove the snow when accumulation is over 2". A snow shovel and ice melt will be kept in the entryway.
- **Kitchen supplies, including trash bags, are not provided.**

**FOR MAINTENANCE ISSUES INCLUDING ENTRY KEYS,  
PLEASE CALL 989-875-3200 AND SELECT OPTION 7.**

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## **GENERAL RULES**

- **No Smoking.**
- **No Alcoholic Beverages.**
- **No parking or driving on sidewalks, including unloading and loading.**
- Trash is to be bagged and placed in the dumpster outside, which is located through the exit door by the bathrooms and behind the wooden fence.
- All rooms are to be left as they were found.
- No furniture is to be removed from the premises.
- Users are responsible for any loss or damage.
- Nothing is to be left in the refrigerator.
- A TV/DVD/VCR combo is provided.
- No animals are allowed inside the building.
- Persons who violate any of these guidelines may not be eligible to use the center again.
- Seating capacity shall not exceed:
  - Table and chairs ---- 150 persons
  - Chairs only ----- 300 persons

There are:

| <i>Number</i> | <i>Items</i> | <i>Length</i>                |
|---------------|--------------|------------------------------|
| 25            | Long Tables  | 8 Ft                         |
| 18            | Round Tables | 15 Five Foot and 3 Four Foot |
| 145 Chairs    |              |                              |

## **DECORATIONS**

- All decorations used must be within the guidelines of the State Fire Marshall.
- No decorations will be attached to walls or ceilings.
- All decorations are to be removed at the end of the function.
- No birdseed, rice, confetti, or similar items are to be used inside or outside the building.

**Wi-Fi is available in the Community Center.**

**Please see the information on the front of the refrigerator for login access.**

**Please call Ithaca City Hall at 989-875-3200 for reservations.**

