

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.
- 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.
- **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.**

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.
- 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 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.
- No food is to be left in the kitchen.
- 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 to be attached to the walls or ceilings.
- No birdseed, rice, confetti, or similar items are to be used inside or outside the building.
Monitored
- Please remove all decorations at the end of the function.

Wi-Fi is available in the Community Center.

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

For reservations, call City Hall at 989-875-3200

