

Facility Rental Policy

The information below is for general facility rentals. For special events with the City, please see the end of this document.

Deposits

Deposit amount is based on the rental amount and facility being reserved. Any outdoor rental will include a \$50 deposit. For indoor rentals at The Link, a \$150 deposit is required for any rental over \$200, and a \$250 deposit is required for any rental totaling over \$500. Rentals less than \$200 will not have a deposit, but will need the full rental amount paid at the time of reservation. Deposits shall be paid by cash or check and will be refunded by the City via check in 2 to 3 weeks.

A \$500 deposit is required to reserve the entire Link (gym and community rooms) or for a lock-in. The deposit will be refunded if the area used has been left in good order and all conditions of the rental permit have been met. Deposit refunds to the renter may be reduced due to any and all damage caused by renter or renter's guests. Link staff is available at the conclusion of your rental to help you receive your full deposit. They will fill out the facility check-out form and process the refund of the deposit.

Discounts

All current members of The Link will be given a 10% discount off of the current rate for most facility rentals. To receive the discount, The Link Membership holder must have a current membership at the time of reservation and their membership must be current on the actual date of the facility rental. Non-profit organizations can also receive a discount of 20% off of most rental rates. The discounts do not apply to deposits or after hours fees.

Cancellation

In order to receive a full refund for a facility rental, notice must be given no less than 30 days prior to the date of the rental. If notice of cancellation is not given 30 days prior to the rental date the full amount of the deposit will be retained. If the rental is cancelled between 30 and 14 days prior to the date of the rental, 80% of the rental fee will be refunded. Inside of 14 days, 50% of the rental rate will be refunded.

Payment for all rentals will be due 30 days from the rental date. If a rental is confirmed inside of 30 days, the deposit and full rental payment will be due at the time of confirmation.

Alcohol

Alcohol is allowed at the Link for an indoor rental in the community rooms. Alcohol cannot be sold, but can be served. If you are planning on hosting an event with alcohol, you will be responsible for hiring and paying a peace officer. That officer will need to email confirmation of his or her service to a designated Link staff member prior to your event. A rental with alcohol will include an additional deposit of \$150, all of which is still refundable under the guidelines above. Alcohol is prohibited outside in any city park.

Music

Music is allowed during rental hours provided that this has been previously agreed and noted in the rental permit. Noise level shall be kept down to a point that amplified music does not disrupt normal Link business or the neighborhoods surrounding the outdoor park areas. Music and amplified sound should not be heard in other rooms in The Link. Sound levels can be increased outside of the normal Link operational hours.

Liability

All official renters (those named and signees of the permit) agree to pay for any damage done to the facility, grounds, or furnishings by themselves, their guests, caterers, decorators, planners, florists, and/or delivery company during or pertaining to their rentals. Notification will be given to the renter as soon as damages have been assessed. The Renter will be financially responsible for cost of repairs not covered by the deposit.

Fire and Safety

Due to fire regulations, room capacity set by the Fire Marshall will be strictly enforced.

- Smoking is prohibited inside the building or on city property.
- Candles are prohibited, unless the function is hosted with a staff member in the room.
- Confetti, glitter, and fog machines are prohibited.
- Entrance and exit doors may not be obstructed.
- Fireworks and explosive liquids are prohibited.
- Only UL approved appliances and outlets are allowed.

- No grills will be allowed at the Link or in the common Plaza area. However, grills are allowed next to other park pavilions.

Initials _____

Kitchen

The kitchen is available to rent if you have another space reserved in The Link. Amenities include: microwave oven, stove top, oven, ice machine and an industrial size refrigerator/freezer.

Decoration

Use of nails, tacks, staples, or duck tape is prohibited on walls or furnishings. Use of confetti, glitter, silly string, sequins, or birdseeds inside The Link or within 25 feet of building entryway is prohibited. Bubbles can be used outside the building only. All decorations must be taken down before renter vacates the room(s). Any clean up by staff will be deducted from the deposit at 2 times the rental rate on the permit.

Rental Hours

Rental hours include set-up and clean-up time. The renter will be granted 30 mins before and after the paid for times to assist with set-up and clean-up. Staff suggests that you schedule more time for each. Renters and/or other members of the renter's party, caterers, florists, etc., will not be allowed in the assigned room(s) until the time specified on the rental permit. All decorations, food, and rental items must be removed from The Link premises at the end of the specified rental time. Please read above for the penalty rate per hour for overage.

Set up

Tables and chairs are included with the rental fee at The Link. Renters and their party will be responsible for room set up if needed.

Clean up

Renter is responsible for all necessary clean up during the scheduled reservation time. At The Link and if needed, cleaning supplies will be made available for use by notifying a front desk staff member. All decorations, litter, and other debris must be disposed of properly in the trash receptacles provided. The kitchen must be cleaned after the rental including appliances, countertops, and sinks. Renter is responsible for contacting staff on duty in order to sign appropriate sign-out form.

Children/Youth Party

All parties for minors (age 1 – 17) require one (1) adult chaperone per 10 minors. Minors/children must stay in the rented room(s) and not be left running in the hallway, lobby, and other places in The Link other than the gymnasium and track.

Gym Rentals

The gym may be rented for sporting activities only, unless floor covering is rented. Food, drinks, and non-athletic shoes are permitted only with the rental of the floor covering. Staff can offer this option if approved by the city manager.

City Manager Approved Special Events

The city manager can waive or amend the policies for larger events, programs and/or classes that are considered to benefit the city's goals and missions. Policies that can be amended or waived include requiring a peace officer to be present for any event that the city is sponsoring. The city can rent to itself or department heads for the purposes of city business at no cost. Decorations can be added to The Link for city programs or events.

Renter Signature _____

Date _____

Print Name _____

Phone number _____