



Leonard Good Community Center



Leonard Good Community Center
114 SW 8th St.
P.O. Box 694
Ogden, IA 50212
www.ogdeniowa.net

Phone: 515-275-4800

Fax: 515-275-4888

E-Mail: LGCCogden@netins.net

Leonard Good Community Center Rules

The following information is the facility and reservation policies for the operation of the Leonard Good Community Center. The policies set forth are regularly reviewed and revised as necessary. Leonard Good Community Center reserves the right of final interpretations and enforcement of the policies set forth as deemed necessary. The Leonard Good Community Center is the property of the City of Ogden and is under the direction of the Ogden Community Services Board. As such, the Ogden Community Services Board approves the rules governing the use of the building.

Reservations and Rental Fees

All reservations or changes will be handled at the Leonard Good Community Center, 114 SW 8th Street, Ogden, Iowa 50212, (515) 275-4800. The person making the reservations should be the same person making any necessary changes.

Reservations will be accepted on a “first come – first serve” basis. The Leonard Good Community Center will hold a pending reservation from the time inquiry is made for a period of 10 calendar days during which both of the following must occur to finalize the reservation:

- The written contract to which these rules are attached is signed by at least one member of the organization or group renting the room and the contract is returned to the Leonard Good Community Center; and
- Payment of “Advance Rental Fee” equaling one-half (1/2) of the total rental charges is paid to the Leonard Good Community Center along with the signed contract.

Payment in full is due prior to the reservation date, generally made when picking up building keys. If the reservation is made within 60 days of the event, payment is due in full when the reservation is accepted.

When making a reservation you will need to provide the following details:

- Preferred date and times of event
- Room(s) needed
- Type of event
- Number of persons
- Special equipment needed (i.e. overhead projector, marker boards)

Deposit

A deposit check in the amount of ½ the rental fee is required at the time of the reservation in addition to the advance rental fee. The minimum deposit is \$25. A separate check must be made payable to the Leonard Good Community Center and will be refunded if there is no damage and everything on the checklist has been completed. The deposit or portion thereof will be forfeited in the event of the following:

- Damage or loss: If damage occurs in any area of the facility or there is damage to or a loss of equipment, the person or group responsible will be charged accordingly. Charges will reflect the repair or replacement costs and the time required. If the damage is greater than the deposit, the difference will be added to your rental fee.
- Incomplete checklist: If it is necessary for staff to complete the checklist for the rental, the person or group responsible will be charged at the rate of \$20.00 per hour for time needed to complete the checklist. Minimum charge for completing a checklist is 1 hour.

Returned Checks

Any returned checks will be charged the maximum fee allowed by law.

Set-up

Set-up, decorating or delivery times (flowers, food, D.J., etc.) must be included in the reservation agreement. Extra days for set-up and clean-up are charged at \$50.00 per day.

Reservation Time Limit

Reservations may be made 364 days in advance, or 1 day less than 1 year.

Cancellations

If a reservation is cancelled sixty (60) days or more prior to the reserved date, the person or organization will be refunded one-half (1/2) of the “Advance Rental Fee.” If cancellation occurs less than sixty (60) days prior to the reserved date, no refund will be issued and the rental fee will stand forfeited.

Special Exemptions to the Reservation Rules

Ogden City Departments, Service Clubs, schools, churches and other organizations that continuously rent space in the Leonard Good Community Center on a weekly, monthly, annual or other basis, need not comply with the “Reservations and Advance Rental Fee” and “Reservation Time Limit” paragraphs of these rules, provided the organization enters into a separate written agreement approved by the Ogden Community Services Board, which contains, among other terms and conditions, the dates the organization plans to rent the facility on a continuing basis; a cancellation and termination provision; an agreement to remit rental fees on at least a quarterly basis with billing by the city; and the agreed upon rental rate.

All organizations that qualify for special exemption status will submit a written application annually in letterform to the Leonard Good Community Center for approval and will sign an agreement containing the provisions set forth above. This must be submitted in the quarter preceding the start of the City of Ogden's fiscal year (July 1st).

Responsibility for the Premises

The person who signs the rental agreement on behalf of the group or organization will be responsible, together with the group or organization, for the care and safekeeping of all property located in the rented area, including the hallways and restroom facilities and for the enforcement of these rules.

Alcoholic Beverages

All state, local laws and ordinances regarding the use and consumption of alcoholic beverages will be strictly complied with. In addition thereto, no alcoholic liquors will be brought upon or consumed on the premises; only beer and wine are allowed unless a temporary permit is applied for. The permit can be applied for through the Ogden City Clerk at the Ogden City Hall. No beer or wine will be exchanged for consideration in money or money's worth. No person less than 21 years of age will be served, furnished with, or consume any alcoholic beverage on the premises. Checking I.D.'s is a requirement of this contract and is the person's and the organization's responsibility.

Security

The Ogden Community Services Board, City Council, or their designee reserves the right to require the person(s) or organization to hire an off-duty officer for law enforcement and protection of the premises. If such a requirement is invoked, all costs are the responsibility of the renter.

Smoking

NO SMOKING – Pursuant to the Iowa Smokefree Air Act, no smoking will be allowed on the grounds of the Leonard Good Community Center. The grounds include all outdoor areas used in connection with the building, sidewalks neighboring the building, and sitting or standing areas neighboring the building. The parking lot is excluded. The renter is responsible for compliance with the Act and any fines that may result.

Noise

The City is not responsible for activities held in different areas of the building, which may conflict with each other (i.e. a dance group in one area causing too much noise for a dinner in the other). Reservations are on a "first come-first serve" basis. If you wish to ensure a quiet or non-conflicting atmosphere for your group, it is the City's recommendation that the entire building be rented to avoid such a conflict.

Decorations

Table and free standing decorations are preferred. No thumbtacks, scotch tape, staples, or glue will be allowed to attach decorations anywhere in the building.

Kitchen Rules

It is the responsibility of the renter to put away the dishes, utensils, coffee pots, etc. after cleaning. Also, the renter will clean stoves, sinks, countertops, etc. use. Leave used dish rags on the drying rack. Building staff will wash them for you. Kitchen use for storage prior to your event/rental time will be subject to additional fees.

Miscellaneous Center Rules

Any person found in possession of or damaging articles belonging to the Leonard Good Community Center will be subject to proper legal actions.

No animals of any type are permitted in the Leonard Good Community Center. Service animals are exempt from these rules.

Use of the facilities does not in any way imply that the Leonard Good Community Center or the City Of Ogden endorses, encourages, or approves the purpose of the user.

At times the Leonard Good Community Center has several functions scheduled at the same time, please be respectful of other user groups.

Unauthorized intoxicants, drugs, controlled substances and firearms are strictly prohibited.

All kitchen items, tables, chairs and audio/visual equipment, etc. are city property and shall not be removed from the Leonard Good Community Center at any time.

Rules Subject to Change

All rules are subject to change without advance notice. Exceptions to these rules may be made under special circumstances with the approval of the Ogden Community Services Board or their designee.

City Not Liable

Neither the City Of Ogden nor the Community Services Board will be responsible for injury to person or property arising out of the acts or omissions of the renter, the members of its organization or its guests. It is the renter's responsibility to supervise all children on the premises as well as the safety and appropriateness of all activities.