

Hyattville Community Center Building and Equipment Use Policy

The Hyattville Community Center is a public building and welcomes your event!

Using the HCC is easy:

1. Check the online [calendar of events](#) to make sure the building is available for your activity
2. Review this Building Use Policy
3. Reserve the HCC for your event - or just rent equipment - by [filling out the online form](#)
4. Send in your Deposit and/or Rental Fee
5. Enjoy your event!
6. Clean the HCC or rental equipment after use, and receive your deposit in return.

Building Deposits and Rental Fees

Rental Fees: See Page 3: [Hyattville Community Center Building Rental Rates](#) for specific rates based on room(s) and duration of event. Recurring events will be provided with a discount.

Deposits:

- **Hyattville community members** currently making a commitment or willing to make a commitment to the long-term support and maintenance of the HCC are exempt from a deposit, unless the event will have alcohol as a BYOB portion of an event.
 - If alcohol will be present, Renter must sign [waiver of liability](#) and provide \$300 Deposit.
- **Non-Hyattville Resident Deposits:** for private use without alcohol, a building deposit of \$100 will be requested at reservation.
 - If alcohol will be present as a BYOB portion of an event, Renter must sign [waiver of liability](#) and provide a \$300 Deposit.

After an Event:

- Deposits, when applicable, will be refunded once cleaning requirements are met. The building and grounds should be cleaned within 24 hours after the event closes unless other arrangements are made.

Care Instructions for Building

- Clean and take down all tables and chairs. Cafeteria wall tables should be wet wiped and refolded into their storage position in the wall.
- Empty all garbage cans and take garbage from the premises.
- Clean bathrooms.
- Wash all dishes, utensils, pots, pans and coffee pots and put them away.
- Clean all counter tops.
- Empty refrigerator and wet wipe interior and exterior, if applicable.
- Leave dirty dish towels and rags in laundry bag inside pantry door.
- Sweep flooring of the entire kitchen and lunchroom area.
- Deposits will be destroyed or returned once these items have been completed, your preference.

Equipment Rental Fees

Equipment is available for rent to be used off-premises. The following **rental fees** apply:

- Table Rental - \$5.00 per table
- Chair Rental - \$0.50 per chair
- Bench Rental - \$4.00 per bench

All equipment must be promptly returned in clean condition.

Care Instructions for Rental Equipment

- Transport tables with tops together and/or hardware together to prevent chipping the tables.
- Store tables with tops and/or hardware together.
- Chairs are to be stored on chair carts with chairs all facing the same direction.
- Be sure all tables and chairs are clean before returning them to their respective storage places.
- Return items to the same place they were picked up within 24 hours after your rental period.

Hyattville Community Center Open Gym Agreement

The gymnasium and exercise room are open to the public unless reserved for a private event. We request that the following rules be observed:

- Turn off the lights when leaving if no one else is there.
- An adult must be present when children are utilizing the gym or exercise room.
- Hyattville Community Center will not be held liable for any injury or liability related to a child or dependent utilizing the gym or exercise equipment.
- Use at your own risk.

About This Policy

- This Building Use Policy revised and updated January 2015 and approved by the Hyattville Community Center Board on January 7, 2015.
- It was additionally updated after the passing of the Hyattville Community Center Usage Fee Schedule in April 2015, and later modified August 2015.
- These guidelines were revised February, 2016 in preparation for a BYOB event, adding the waiver of liability and deposit information.
- Later revised in January 2019 to reflect the Building Use Rental Fee changes on page 3 that were adopted in the September, 2017 Board Meeting.

Building Rental Rates

Facility	Type of Event or Group	Ad-hoc or Single Use Fees	Recurring Reservation
Classrooms, Theater, Library, or History Museum	Public Events/Private Events	With Heat: \$50.00 a day, \$25.00 ½ day, \$13.00 1-3 hrs, renter cleans No Heat: \$40.00 a day, \$20.00 ½ day, \$10.00 1-3 hrs, renter cleans	With Heat: \$40.00 a day, \$20.00 ½ day, \$10.00 1-3 hrs, renter cleans No Heat: \$30.00 a day, \$15.00 ½ day, \$8.00 1-3 hrs, renter cleans
	Library; Coffee; Fire Department; Funerals; History Museum; HSID	In Kind agreement and Renter cleans *Donations greatly appreciated when using Heat in winter*	
	Funerals	With Heat: \$40.00 a day, \$20.00 ½ day, \$10.00 1-3 hrs, renter cleans No Heat: Donation to cover costs/renter cleans	
Kitchen & Cafeteria	Public Events/Private Events	With Heat: \$100.00 a day, \$50.00 ½ day, \$25.00 1-3 hrs, renter cleans No Heat: \$90.00 a day, \$45.00 ½ day, \$23.00 1-3 hrs, renter cleans	With Heat: \$90.00 a day, \$45.00 ½ day, \$23.00 1-3 hrs, renter cleans No Heat: \$80.00 a day, \$40.00 ½ day, \$20.00 1-3 hrs, renter cleans
	Funerals	With heat: Cafeteria & Kitchen: \$75.00 a day, \$35.00 ½ day, \$15.00 1-3 hrs, renter cleans No heat: Donation to cover costs/renter cleans	
Cafeteria Only	Public Events/Private Events	With Heat: \$80.00 a day, \$40.00 ½ day, \$23.00 1-3 hrs, renter cleans No Heat: \$70.00 a day, \$35.00 ½ day, \$15.00 1-3 hrs, renter cleans	With Heat: \$75.00 a day, \$35.00 ½ day, \$15.00 1-3 hrs, renter cleans No Heat: \$60.00 a day, \$30.00 ½ day, \$15.00 1-3 hrs, renter cleans
	Funerals	With heat: Cafeteria & Kitchen: \$75.00 a day, \$35.00 ½ day, \$15.00 1-3 hrs, renter cleans No heat: Donation to cover costs/renter cleans	
Gymnasium	Public/Private Events	With Heat: \$80.00 a day, \$40.00 ½ day, \$23.00 1-3 hrs, renter cleans No Heat: \$70.00 a day, \$35.00 ½ day, \$15.00 1-3 hrs, renter cleans	With Heat: \$75.00 a day, \$35.00 ½ day, \$15.00 1-3 hrs, renter cleans No Heat: \$60.00 a day, \$30.00 ½ day, \$15.00 1-3 hrs, renter cleans
	Funerals	With heat: \$50.00 a day, \$25.00 ½ day, \$13.00 1-3 hrs, renter cleans No heat: Donation to cover costs/renter cleans	
Whole Building		Single-day event	Multi-day event
	Public or Private Event	With heat: \$300.00 a day, \$150 ½ day, \$75.00 1-3 hrs, renter cleans No heat: \$250.00 a day, \$125 ½ day, \$65.00 1-3 hrs, renter cleans	With heat: \$250.00 a day, \$125 ½ day, \$65.00 1-3 hrs, renter cleans No heat: \$200.00 a day, \$100 ½ day, \$50.00 1-3 hrs, renter cleans
	For Profit Business	With heat: \$350.00 a day, \$175 ½ day, \$85.00 1-3 hrs, renter cleans No heat: \$300.00 a day, \$150 ½ day, \$75.00 1-3 hrs, renter cleans	With heat: \$300.00 a day, \$150 ½ day, \$75.00 1-3 hrs, renter cleans No heat: \$250.00 a day, \$125 ½ day, \$65.00 1-3 hrs, renter cleans



Those using the gym, weight room, library, or history room are encouraged to do so, and encouraged to support the HCC with a donation of time or money to help keep HCC up and running.

<-- Scan the QR code to reserve the HCC for your event!

Questions? Call 307-431-8690 (leave message)

[Email the HyattvilleCommunityCenter@gmail.com](mailto:HyattvilleCommunityCenter@gmail.com)

[Link to Events Calendar](#)

[Reserve the HCC or Equipment Online](#)

Rate schedule effective January 1, 2018