



CLINTON BUILDING USAGE POLICY AND GUIDELINES

Seating capacities

	<u>One-Third</u>	<u>Two-Thirds</u>	<u>Full</u>
With Tables:	64	160	224
Chairs Only:	100	200	350

Tables and chairs are available for usage by the renter at no additional cost. Both round and rectangular tables are available. Set up is included with rental fee.

Preferred amount of tables and chairs:

The preferred amount of tables and chairs is the seating capacity and allowing for an ample amount of space for guest to sit and move around comfortably:

One-Third side: 8 round tables with 8 chairs at each table.

Two-Third Side: 20 round tables with 8 chairs at each table.

Full: 28 round tables with 8 chairs at each table.

Our 6' round tables are able to seat 9 chairs, but you also must account for any 8' rectangle tables that will be used for head tables and food tables. If you want to include a decent sized dance floor, this will further limit your seating. There is also a 12 x 18 foot stage that can be pulled from the wall.

Fees

Individuals seeking to reserve the Community Services Building must be at least 21 years of age. The Damage Deposit Fee must be paid at the time the reservation is made. All additional fees must be paid within 14 days of a scheduled event. NOTE: Any reservation made within 14 days of the event must be paid in full amount at the time of the reservation.

Regular Rental Fees

	<u>One-Third</u>	<u>Two-Thirds</u>	<u>Full</u>
Weekday Rate	\$ 50	\$100	\$200
*Weekend Rate	\$100	\$200	\$400
Damage Deposit Fee:	\$75	\$125	\$200

***The Weekend Rate (including Fridays) is based on 12 hours. An additional fee of \$25 per hour will be charged for each hour over 12.**

For-Profit Rental Fees

Individuals, organizations, or businesses renting the building to stage for-profit events will be charged:

	<u>One-Third</u>	<u>Two-Thirds</u>	<u>Full</u>
Rental Rate:	\$200	\$500	\$700
Damage Deposit Fee:	\$100	\$300	\$500

Food Service

A full kitchen with electric range, oven, freezer, refrigerator, and microwave is available for on-site food preparation or catered events. All cookware, utensils, dishes, and silverware must be provided by the renter or caterer. The kitchen is available with the full room, or the large section when divided. A kitchenette with refrigerator and microwave is available with the small section. Renters using the kitchen and kitchenette are responsible for the cleaning of these areas. Professional caterers must have a City of Sikeston business license.

Sound System

The facility features a built-in sound system with microphone capabilities at multiple locations in the main room, or separate sound controls for the two rooms when divided and two events are scheduled.

Verandas

Two sets of double doors open to veranda areas on both the north and south sides of the main room.

Reservation Procedure

The Damage Deposit Fee must be paid to confirm a reservation; however, the City will hold a verbal reservation for 1 business day. If, after one business day no payment has been made, the verbal reservation is null in void and will be cancelled.

Cancellation/Refund Policy

The Damage Deposit is refundable with all cancellations made at least 14 days prior to the reservation date. Any cancellations made less than 14 days prior to a reservation the Damage Deposit is forfeited. All Damage Deposit refund checks will be mailed to the person who makes the payment within 14 days of their completed event.

Renter's Liability

Renters are liable for all damages to the facility. For any damages exceeding the damage deposit posted by the renter, the renter must reimburse the City in full for those damages within 10 days of being billed. In failing to do so the renter is subject to arrest on charges of destruction of public property and will incur the cost of the damages plus a fine.

The City of Sikeston is not responsible for loss or damage to personal property that may occur at the Sikeston Community Services building.

Event liability insurance is available through many insurance companies as a rider on an individual's homeowner's insurance for a nominal cost. The City of Sikeston strongly recommends renters of this facility to look into acquiring such coverage for their events.

Hours

The Clinton Building is available for rent: 7:00 a.m. – 1:00 a.m. seven days per week. Activities must be concluded by midnight to allow ample time for clean-up and vacating the premises.

The building will not be available for rent on: Easter, 4TH of July, Thanksgiving (Thursday & Friday), the last two (2) weeks of December and the first week of January.

Alcohol on the Premises

Alcoholic beverages are permitted on the premises. For any function involving the sale of alcohol (cash bar), a liquor license is required & the renter must contact City Treasurer-Karen Bailey at 471-2560 to insure compliance with all state & local laws & ordinances.

No Smoking Policy

As with all City buildings, smoking is prohibited in the Community Services Building. If you allow smoking in the building during your rental period, your damage deposit will be assessed and you may face immediate cancellation of your event.

Decorations & Cleanup Procedure/Responsibilities

Renters using decorations must use table-top or free-standing decorations. Painters tape is allowed on the walls, but not on the veranda. No candles, incense, or open flames are allowed. **NO GLITTER.** The use of confetti in any form is prohibited. No person shall deface the community services building. No duct tape, packing tape, 3M masking tape, clear plastic tape, nails, staples, screws, etc. are allowed for use on tables, walls, ceilings, or other equipment in the community services building.

Renters are responsible for the clean-up and removal of all items brought on the premises including decorations, food, dishes, etc. and all trash generated as a result of the renter's activity (trash receptacles, trash bags and dumpsters are available). Renters are also responsible for cleaning off tables, chairs, and the kitchen/kitchenette area including tables, counter tops, sinks and appliances. We have wipes and spray cleaner available for use. All trash must be properly disposed of in the containers provided. If you have a spill during your event that needs immediate attention, we also have mops and buckets. Ask our staff person on site for assistance. Use a dust mop to sweep the floors of the area(s) used for your event. This includes the main room and kitchen. We have two large dust mops available that cover the room rather quickly. (We will take care of the restrooms and entry way)

NOTE: Any violation of these policies will automatically result in the forfeit of the renter's damage deposit.

Disclaimers

The City of Sikeston is pleased to be able to provide this facility for your event. We are proud of our Community Services Building and your help in keeping it clean and attractive is greatly appreciated. Please help us take care of the building by observing these policies. Thank you for your consideration, and if you have any questions or need any assistance, please don't hesitate to ask our staff person on site.

The City of Sikeston reserves the right through its representatives to eject any person or persons from the Community Services Building who is in violation of the policies listed above, municipal ordinances, and/or state and federal laws, and to terminate their event without refund.

Signature of Responsible Party

Parks & Recreation Representative