

**CITY OF SIKESTON  
COMMUNITY SERVICES BUILDING  
USAGE POLICY AND GUIDELINES**

The City of Sikeston is pleased to be able to provide this facility for your event. We are proud of our Community Services Building. Please help us take care of the building by observing the following policies and guidelines for usage. 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.

*General information regarding the Community Services Building:*

Seating capacities: The main room has a seating capacity of 255 with 6-foot round tables or 350 with chairs only. The room can be divided into roughly 1/3 – 2/3 sections. The smaller section can seat 75 with tables, 110 with chairs only; the larger section 150 with tables and 225 with chairs only. 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.

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.

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.

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

**FEES**

Individuals seeking to reserve the Community Services Building must be at least 21 years of age.

	<u>One-third</u>	<u>Two-thirds</u>	<u>Full</u>
Less than 4 Hours	\$ 35	\$ 65*	\$100*
Half Day (4-6 Hours)	50 (& weeknights)	100	150
Full Day (Over 6 Hours)	75	125	200
Weekend (Friday, Saturday, Sunday)	75	125	200

**Rental fees for for-profit events: \$500 plus \$100 for the kitchen.  
Refundable clean-up/damage deposit is \$500.**

A room deposit equal to 50% of the rental fee, but not less than \$25 must be posted to hold a reservation. This amount will be refundable with all cancellations made at least 30 days prior to the reservations date. Deposit is forfeited for any cancellations made less than 30 days prior to a reservation. All fee balances and deposits must be paid within one week of a scheduled event.

A refundable cleanup/damage deposit equal to the rental fee will be required of each renter. 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. Renters are responsible for cleaning off tables and chairs. All trash must be properly disposed in the containers provided.

\*Use of the kitchen will require an additional \$25 fee. There is no charge to use the kitchenette. Renters using the kitchen or kitchenette are responsible for cleaning up those areas before leaving the premises.

### **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.

**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 Community Services Building will be available for rent:

8:00 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 Christmas Day, Thanksgiving, or Easter.**

### **ALCOHOL ON THE PREMISES**

Alcoholic beverages will be permitted on the premises. **For any function involving the sale of alcohol (cash bar), the renter must contact City Treasurer Karen Bailey at 471-2512 to insure compliance with all state and local laws and ordinances.**

### **NO SMOKING POLICY**

As with all City buildings, smoking is prohibited in the Community Services Building.

### **DECORATIONS**

Renters using decorations must use table-top or free-standing decorations. **NO CANDLES ARE ALLOWED. No person shall deface the community services building. Do not tape, pin, tack, nail, staple, or otherwise attach anything to the ceiling, walls, or floor of the community services building.**

**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.**

## **THE CLINTON BUILDING RENTER'S CLEAN-UP RESPONSIBILITIES**

- 1. If you bring it into the building take it with you when you leave or put it out with the trash. We have plenty of trash receptacles and trash bags to assist with this part of the clean-up. There is also a dumpster for you to dispose of your full trash bags.**
- 2. Wipe off all tables and counter tops used for your event. We have wipes and spray cleaner (as needed) available for this part of the clean-up.**
- 3. If you use the kitchen or kitchenette, you are responsible for clean-up of all tables, counter tops, sinks, and appliances used in these areas. Again, cleaning supplies will be available.**
- 4. 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.)**
- 5. 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.**

**WE ARE PROUD OF THIS FACILITY, AND HAPPY TO MAKE IT AVAILABLE TO YOU FOR YOUR EVENT. YOUR HELP IN KEEPING IT CLEAN AND ATTRACTIVE IS GREATLY APPRECIATED. THANK YOU!**