

## Lester Community Center Rental Information

Members and non-members of the Lester Community Center can rent the building. To check for available dates visit the city's website [www.lesteriowa.com](http://www.lesteriowa.com) or Kathy Doorneweerd 478-4687. 24 hour notice is requested when renting the building.

Rentals: If you rent the small room you will have access to the large room (gym) unless the large room (gym) has been rented by another party. If you rent only the small room, the members still have access to the gym. To ensure you have access to the small room and the gym (with no public interference) you must rent the entire building. The kitchen is available for all rentals and must be shared if two rentals are taking place at the same time (ex. one party rents the small room and one party rents the gym). At no time is the fitness center included in the rental (you and your guest must stay out of the fitness center). All renters will be provided with a renter's agreement that outlines the expectations. A cleaning deposit is required. If the expectations are met, the cleaning deposit check will be shredded. If the expectations are not met, the cleaning deposit will be used. No rooms are considered rented until two checks are received (one for the cleaning deposit and one for the rental amount).

### Renter Responsibilities

It is your responsibility as a citizen of the community to help take care of the building. Please leave it cleaner than you found it.

1. Do not adjust the heat/air conditioned the night before the rental
2. Make sure all ovens & stove burners are turned off, and everything is put away.
3. Wipe out refrigerators.
4. Sweep all floors including hallway- mop if necessary.
5. Vacuum rugs in kitchen, hallway, and by doorways.
6. Put chairs on top of tables (6 each table). Extra chairs should be stacked and put in the storage room. If you set up tables and chairs in the large room they must be put away.
7. Empty all garbage cans (including bathroom garbage cans)- put garbage in dumpster.
8. Make sure all toilets are flushed.
9. If you use dishtowels please take them home, wash them, and return to community center the day after your rental.
10. Lock all the doors and return the keys (drop box at Community Center or to Kathy Doorneweerd) when you are done.

\*\* Vacuum and mops are in the utility room (across from fitness center) the building key will unlock this room. Cleaning supplies are located under the large sink in the kitchen.

### Prices

	Member Rental	Non-Member Rental
Small Room	\$50.00	\$75.00
Large Room	\$100.00	\$125.00
Entire Building	\$150.00	\$200.00

Setting up the building the day before your rental is not permitted. If you want to set up the day before you must rent it for that day as well. If you want to set up the night before (after 7:00pm) you must contact Kathy Doorneweerd. They will make a decision based on the member activity or other rental activity taking place that evening. Any concerns may be discussed with a city council member.

### Wedding Receptions (please note the price difference)

- \$300 entire building for both members and non-members
- If you want access to the building prior to 7:00 pm the night before you will need to rent it for the entire day \$300
- If you want to set up after 7:00 pm the night before it will be a \$75 charge.
- If you have not cleaned up and left the building by Noon the following day, you will be charged an extra \$50 and forfeit the cleaning deposit.
- \$200 cleaning deposit required (separate check) must be put down and will be shredded if the building is left clean and undamaged. If it is not cleaned according to the rental agreement or if there is any damage the \$200 cleaning deposit will be used.
- Renter will also be billed for any additional cleaning that needs to be done.