

**EARLHAM COMMUNITY CENTER  
RATE SCHEDULE & FACILITY DESCRIPTION**

In order to reserve and hold an area (room) of the Earlham Community Center for a certain date and time, the full rental for that period must be paid in advance to City Hall. Rental fee is applied to each day an area is reserved. The facility is not considered reserved without payment and execution of the Rental Agreement and may be rented to other person(s).

Cancellation of reservation may be made with a full refund provided it is cancelled with at least and not less than 30 days written notice. Fees will be forfeited if reservations are cancelled with less than 30 days written notice.

Refundable \$400.00 damage deposit is due for all functions at the time of key pick-up. See Rental Agreement for the handling of damage deposits and fees associated with rental.

GREAT ROOM rental time is from 10:00 am to 2:00 am the following day. Events must end by 2:00 am and facility must be cleaned and vacated (including ALL personal items) by 5:00 am, when the custodian arrives. The City and custodian shall not be responsible for any personal items left at the Earlham Community Center.

**Rate Schedule:**

	Non-Commercial*	Commercial
GREAT ROOM	\$250.00	\$300.00
½ GREAT ROOM	\$125.00	\$150.00
MEETING ROOM (4 hours)	\$ 25.00	\$ 50.00
Additional hours available @ \$5.00/hour		

\*Civic Organizations, including churches, may not reserve the great room in advance more than once per quarter.

**Pricing Exceptions for:**

GREAT ROOM		
Children's Events (14 & Under)	\$ 25.00	4 Hours
½ GREAT ROOM		
Luncheons Monday -- Thursday; 10 am -- 2 pm	\$ 50.00	
MEETING ROOM		
Civic Organizations such as Boy Scouts, Girl Scouts, 4H, etc.	NO CHARGE	
First Come, First Serve, however, you must register your meeting with City Hall.		

Surcharge for All Functions serving Alcohol . . . . . \$ 50.00 . . . . .  
 For any function selling alcohol proof of Dram Shop Insurance is required along with the surcharge and both are required at the time the key is picked up.

**Contact for Assistance, Questions, or Problems**

- Property Manager / Custodian (515) 758-2820 Doug Van Pelt
- FIRE/RESCUE 911
- SHERIFF (515) 462-3575

EARLHAM COMMUNITY CENTER  
 Physical Address: 150 East First Street, Earlham, Iowa  
 Phone Number: (515) 758-2590

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**CHAPTER 24**  
**COMMUNITY CENTER BOARD**

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**24.01 EARLHAM COMMUNITY CENTER.**

The public community center for the City is known as the Earlham Community Center. It is referred to in this chapter as the "community center." The City is the owner of the community center property.

**24.02 BOARD CREATED.**

The Earlham Community Center Board is hereby created to advise and assist the Council in the maintenance and management of the Earlham Community Center.

**24.03 ORGANIZATION.**

The Board shall consist of seven members, four of whom shall be residents of the City and three of whom may (but need not be) nonresidents. All members of the Board shall be appointed by the Mayor with the approval of the Council. All members shall serve for staggered five-year terms. To implement staggered terms, two members of the initial board shall serve for two years, two members of the initial board shall serve for three years, and three members of the initial board shall serve for five years. Vacancies shall be filled in the same manner as original appointments. Members shall serve without compensation, but may receive their actual expenses. The Board shall elect its own Chairperson, Secretary, and Treasurer.

**24.04 DUTIES.**

The Board shall oversee the use, maintenance, and management of the community center. It shall have power to make rules and regulations governing the use of the community center, subject to the approval of the rules by the Council.

**24.05 REPORTS TO COUNCIL.**

The Board shall report to the Council of its activities from time to time as it deems advisable or upon Council request. Its revenues and expenditures shall be reported in the manner of other departmental expenditures.