

Fire Code Capacity: 80 People

Rental Information: (620)654-3561 Weekdays or come to City Hall during normal business hours.

Hours Available: 7:00AM to 11:00PM

Rental Rates: Non-Profit 501 C3: No Charge
Cleaning Fee: Galva Resident \$35.00 None Resident \$70.00 (\$20.00 cleaning charge returned after inspection)

This room is available 365 days a year. The fee is to be paid in advance of usage and is **not refundable** or exchangeable if cancelled!

The room key must be picked up at City Hall the day of use or on Friday during work hours of City Staff. **NO EXCEPTIONS.**

There are tables and chairs available in the storage closet, but must be returned to the closet at the end of use. A coffee maker, microwave and refrigerator are also available for use. **NO table service is available.**

NO SMOKING, ALCOHOLIC BEVERAGES OR DRUGS OF ANY KIND ARE ALLOWED IN THE COMMUNITY ROOM.

The **USER** is responsible for any damage or lost property or equipment and will be charged by the City for the cost of said damages or loss.

Activities of an unusual nature will be reviewed with the City Council before reservations can be confirmed.

PLEASE LEAVE THE ROOM CLEAN, FLOORS MOPPED AND ALL TRASH DEPOSITED IN PROPER CONTAINERS, THIS INCLUDES THE RESTROOM AREAS ALSO. ALL TABLES AND CHAIRS ARE TO BE CLEANED AND TAKEN DOWN AND RETURNED TO THE STORAGE RACKS IN THE STORAGE CLOSET.

NO SITTING ON TABLES, COUNTERS OR RACKS, OR STANDING ON CHAIRS IS ALLOWED. NO ANIMALS ALLOWED.

Return the key to City Hall during office hours first work day after rented or place in the drop box located on the front of City Hall day of rental.

CITY OF GALVA COMMUNITY ROOM DECORATING RULES

1. The use of screws, nails, push pins, thumb tacks or any other device that would break the surface of the sheetrock or any wood surfaces is prohibited.
2. The use of adhesive tape for the purpose of attaching decorating items to the walls, tables, chairs or ceiling are not allowed due to potential damage of the property.
3. The use of poster putty to attach items to the ceiling or walls is not allowed.
4. Hanging decorating items from the ceiling or ceiling fans is not allowed.
5. Decorations must be limited to free standing items or items that are not attached to any part of the building or its fixtures.
6. **NO EXCEPTIONS SHALL BE ALLOWED TO THESE RULES FOR ANY REASON TO INSURE THAT THE ROOM IS KEPT IN AS GOOD A CONDITION AS POSSIBLE FOR THE ENJOYMENT OF THE PUBLIC.**
7. **NO THROWING OBJECTS, AS THEY MAY DAMAGE FANS.**

USERS AGREEMENT

DATE(S) TO RENT: _____

RENTAL PURPOSE _____

NAME _____

ADDRESS: _____

PHONE #: _____

RENTAL FEE PAID: _____

I HAVE READ THE INSTRUCTIONS AND UNDERSTAND THAT I AM RESPONSIBLE FOR THE ENFORCEMENT OF THE RULES.

SIGNED: _____

DATE: _____

CITY OFFICIAL _____

DATE _____

YOU MAY NOT SET UP A DAY IN ADVANCE UNLESS PAID FOR