

# Greene Community Center

## Information Sheet

**Location:** 202 West South Street, Greene, IA 50636  
Located at the intersection of Hwy #14 and C-13

**Viewing the Facility:** The facility may be viewed by *appointment only*. Appointments can be made by calling 641-816-4631 or emailing [greeneia@myomnitel.com](mailto:greeneia@myomnitel.com).

**Rental Options:** Albrecht banquet room, Msgr. Brunkan room and Kitchen - \$600  
Albrecht banquet room, kitchen \$500  
Wedding Special – \$100 (day prior for decorating. **7 hr. limit**)  
Msgr. Brunkan room - \$100 full room or \$50 for half (includes kitchen)  
Bar usage will be an additional \$50

### **Building and grounds:**

Parking space is more than adequate for the size of the facility. The grounds also include a small lighted fenced in patio area.

### **Furnishings and Capacity:**

The banquet rooms seats approximately 300 people. The Fr. Brunkan room will seat an additional 100 more. Kitchen includes two full size refrigerators, 2 stoves, an upright freezer, two microwaves, dishwasher, garbage disposal, 1-three compartment sink and 1-two compartment sink. Risers are also available. Assistance will be available to set up tables and chairs. **(Please keep in mind that the rooms will not hold their capacity if there are other things such as risers, buffet tables, DJ equipment etc. involved).** Overhead AV system is available but arrangements must be made ahead of time for use.

### **Rental Fees:**

**ONE-HALF (1/2) OF THE RENTAL FEE DEPOSIT IS DUE AT THE TIME OF CONTRACT SIGNING. THIS IS NON-REFUNDABLE.** If not received at the time of the contract signing (or if other suitable arrangements have not been made) your reservation request will be voided and the requested date will be made available to others. The balance of the rental fee must be paid one month prior to the event along with a damage deposit.

### **Refunds:**

If the event is cancelled by the renter prior to 8 weeks before the event, 100% of the balance due (beyond the required 50% rental deposit fee) will be allowed. If cancelled between 4 and 8 weeks of the event, 50% will be refunded. If cancellation occurs within 4 weeks of the event, no refund will be allowed. The rental fee deposit amount will only be refunded when cancellation occurs due to circumstances beyond the Community Center Board's control (i.e. fire, natural disaster, damaged facilities, etc.)

### **Damage Deposit:**

A \$200 damage/clean up deposit is required for the use of the facility. A separate check for the damage deposit is due one month prior to the event along with the balance of the rental fee if applicable. The check will be returned to the renter or shredded after an inspection has been completed by staff. Any or all of the deposit may be retained against cleanup costs, damages or other losses incurred. If these costs exceed the deposit, you will be held responsible for full payment of the damages. There will be a \$25 charge for each lost key.

### Checks/Payments:

Payments should be made payable to Greene Community Center. In addition, please write your reservation date on the check. A \$30.00 service charge is applied to all returned checks.

### Postponements:

Once a reservation has been confirmed, ONE postponement date, not to exceed six months from the original date, will be considered at the rate in effect on the rescheduled date.

### Alcoholic Beverages:

All alcoholic beverages must be purchased from the Community Center. There is a \$50 fee for use of the bar. The City will hire all bartenders. All beverages purchased must be consumed in the building or within the fenced area of the patio. In accordance with State of Iowa liquor laws, NO consumption of alcoholic beverages is allowed anywhere else on the Community Center Property. These rules will be strictly enforced by staff and law enforcement personnel, if necessary. **If we find that alcohol is being brought in from the outside and not being purchased from the Community Center, you will lose your damage deposit and the event may be closed down.** A limit of 2 kegs may be purchased. Price available upon request.

All persons attempting to purchase alcoholic beverages must be prepared to present ID. Members of wedding parties should make arrangements to have identification at the reception. The bar closes at midnight and building must be vacated by 1:00 a.m.

If you are planning for the bar to be open for your event, the manager will contact you within two weeks of your event to make necessary arrangements.

### Cleaning Services:

Most cleaning services will be provided. However, the renter is responsible for the following:

#### **Banquet/Msgr. Brunkan Rooms:**

- Wipe off all tabletops and chairs.
- Fold and stack chairs on top of each table. (8 per table)
- Remove any decorations or items you have brought in.
- Carry out all garbage to the dumpster in the back of the building.

#### **Kitchen – thoroughly clean:**

- Counter tops, island and carts.
- Tops and fronts of stoves and fridges.
- Microwaves and roasters.
- Rinse out coffee pots and dump grounds.
- Remove from the refrigerator and freezers all items you have brought in.
- Garbage Disposals – run water before, during and after use.
- Take all garbage to the dumpster in the back of the building.
- Cardboard boxes must be broken down and placed in the cardboard dumpster.
- Sweep kitchen floor thoroughly.

Please be courteous towards other renters using the center. If there are two parties using the kitchen, please work together on cleanup. **Neither the Greene Community Center nor the cleaning staff is responsible for any items left in the building after your event. Leave the facilities as you found them or better!!**

### Minimum Age:

Persons reserving and responsible for the group using the Community Center must be at least 21 years of age.

01-11-2021

### Other Regulations:

The Community center is a smoke-free building.  
You must report any damaged or missing items within 24 hours of the event.  
No red colored punch or juices are allowed.

### Decorating Guidelines:

All decorating plans including use of floating candles must be pre-approved.

**NO TAPE, SCREWS, NAILS, TACKS, PUSH PINS, COMMAND STRIPS, VELCRO STRIPS** or any other items are to be used on any surface in the Community Center building. Also, no confetti, birdseed or double-faced tape is to be used. Any hanging decorations must be hung from existing hooks. Hooks may not be moved from existing positions.

The use of real rose petals is discouraged. To prevent torn carpet and scratched floors, tables and chairs are not to be dragged across the floors. Once the **risers are put in place by City staff they are NOT TO BE MOVED.** The use of bubble machines, fog and smoke machines and dance wax inside the building is not allowed. Please inform your D.J. **ANY VIOLATION OF THESE RULES COULD RESULT IN FORFEITURE OF THE DAMAGE DEPOSIT.**

All deliveries of flowers, cake, food, entertainment, etc. are to be made to the rear kitchen door on the southwest side of the building.

All rules are subject to the discretion of the Community Center Board and may be changed depending on circumstances.

### Liability:

The City of Greene will not be responsible for lost or stolen items of groups or individuals utilizing the facilities and/or property. The City of Greene is also not responsible for injury due to improper use of the Center's equipment.

*Thank You,*

**Greene Community Center Board and Staff**  
**PO Box 471**  
**Greene, IA 50636-0471**