



City of Peoria
Community Services

FACILITY RENTAL INFORMATION FOR COMMUNITY CENTER & WOMEN'S CLUB

8335 W. Jefferson St.

Business hours:

8:00 a.m.- 9:00 p.m. Monday through Thursday

8:00 a.m. - 5:00 p.m. on Friday

Fees effective January 1, 2013

BANQUET ROOM

Capacity 280, 35 tables and 225 chairs provided.

Kitchen - use of stove and counters **only**, No use of utensils or refrigerator

Room is approximately 4,250 square feet, stage 486 square feet.

During Business Hours	Resident	Non-Resident
Deposit	\$250.00	\$250.00
Rate per hour	\$70.00	\$90.00

Non-Business Hours	Resident	Non-Resident
Deposit	\$250.00	\$250.00
Rate per hour	\$110.00	\$130.00

MEETING ROOMS

Capacity 25-70, depending on room. Tables and chairs are provided.

Kitchenette (if applicable) - use of microwave and counters/sink only. No use of refrigerators.

During Business Hours	Resident	Non-Resident
Deposit	\$100.00	\$100.00
Rate per hour	\$50.00	\$70.00

Non-Business Hours	Resident	Non-Resident
Deposit	\$100.00	\$100.00
Rate per hour	\$90.00	\$120.00

WOMEN'S CLUB

10381 N. 84th Ave.

Capacity 60, 8 tables and 60 chairs are provided.

Kitchen - use of stove and counters **only**, no use of utensils or refrigerator.

Room is approximately 50' x 30'

All Hours	Resident	Non-Resident
Deposit	\$150	\$150
Rate per hour	\$60.00	\$90.00

1. Additional fees may apply for extra staff and/or clean up if deemed necessary by staff.
2. **Full payment** (deposit, rental fee and extra staff/clean-up if applicable) must be paid by lessee at time of signing contract. Third party payments will not be accepted.
3. Contract must be completed, signed and received at least 10 working days in advance of rental date. Any changes to original contract must be made within the same time frame.

See reverse side for official use regulations and refund policies.

For more information or to contact the Community Center regarding rates for Peoria based non-profit organizations, call 623-773-7436 between 8:00 a.m. and 5:00 p.m., Monday through Friday.

**CITY OF PEORIA USE REGULATIONS FOR THE
PEORIA COMMUNITY CENTER, PEORIA WOMEN'S CLUB, & SUNRISE FAMILY CENTER**

- 1) Facilities may only be reserved by individuals 18 years or older. Two hour minimum required.
- 2) Room capacity may not be exceeded.
- 3) The person scheduling use of the facility must be in attendance **throughout the scheduled time.**
- 4) All regulations apply to the Lessee's guests and the Lessee is responsible for their conduct. Lessee shall be held monetarily liable for damage to equipment, furnishings, and the building. Replacement and repair of above items will be made by the City of Peoria and the cost of such repairs or replacement will be deducted from the deposit. Charges greater than the deposit will be charged to the Lessee.
- 5) **No alcoholic beverages may be sold, dispensed, or consumed on the premises. The premises include the facility, adjoining property and parking lot.**
- 6) Smoking is not permitted in the building or within 25 feet of an entrance.
- 7) It is the responsibility of the Lessee to indicate the type of room set-up needed for their activity at the time the rental agreement is signed.
- 8) All fees and deposits are due at the time a reservation is made. Following the event, **provided no damage has occurred, no items are missing, there are no rules infractions, and contract times have not been exceeded**, a refund will be issued. The refund will be sent in 3-4 weeks by City check.
- 9) The Lessee pays for the amount of time reserved. Refunds are not issued for unused time.
- 10) The Lessee is required to pay for continuous hourly use. A break in the rental time is not permitted.
- 11) All trash is to be placed in appropriate containers.
- 12) Utilization of the facility is not permitted prior to or after time indicated on the contract.
- 13) The Community Services Director shall have the authority to require security personnel whenever he or she deems it necessary to protect the interests of the City.
- 14) All local fire and safety regulations and state law relating thereto shall be complied with.
- 15) The kitchen facilities must be left clean and in good condition. Tables are to be wiped off and spills must be removed from the floor as soon as possible.
- 16) Furniture, equipment and items for City programs shall not be removed from the walls or the facilities. No staples, pushpins, or duct tape may be used. **Note: During the month of December NO decorations may be moved or taken down.**
- 17) Animals are not permitted on the premises except those assisting disabled individuals.
- 18) Groups utilizing the facilities must comply with the provisions in Title II A of the Americans with Disabilities Act.
- 19) If Lessee goes over the scheduled time, an additional hourly fee will be charged to the lessee in addition to the loss of the security deposit.
- 20) The lessee acknowledges that he/she is paying for a specific space. Other activities may be taking place elsewhere in the facility.

REFUNDS

All cancellations not due to inclement weather must be received not later than 24 hours prior to the scheduled use of the facility on weekdays and not later than 48 hours prior to the scheduled use on weekends or holidays. There will be no refunds for cancellations not in compliance with this policy. **Failure to comply with any of the stated policies may result in the forfeiture of the Lessee's rights to utilize City facilities in the future.**