

Community Center Use Guidelines
319 Garfield Street
Rolfe, IA 50581
712-848-3124

Use Guidelines

The following Use Guidelines apply to the Rolfe Community Center. Facilities managed by the Parks and Recreation Department are made available for use in accordance with the guidelines established by the Rolfe Parks and Recreation Commission.

Applications

1. The renter must be at least twenty-one (21) years of age and will be responsible for any damage incurred during the time designated in this agreement. Payment of deposit is **due at the time of** booking.
2. The Parks and Recreation Department reserves the right to demand sufficient time for full investigation of applications, to cancel or deny permits with or without due notice, and to limit the frequency of building use by one group or organization at its discretion.
3. Renter agrees not to assign or in any manner transfer this agreement without the prior written consent of the department.

Priority of Scheduling

Rentals shall be on a first-come, first-served basis. Rentals may be scheduled one year in advance. Continuing rental use may be granted for a period of one (1) year. Priority of use for scheduling is in the following order:

1. Government elections, programs sponsored by the Rolfe Parks and Recreation Department, and/or the City of Rolfe.
2. Organizational meetings such as Lions, 4-H, but not limited to.
3. Local organizations when holding an event such as Lions, 4-H as example, but not limited to.
4. Family events such as weddings, anniversaries, graduations, birthdays, etc.
5. Business organizations.

Conditions of Use

1. Alcoholic beverages are not allowed on the premises.
2. Smoking is not permitted within the building or within 25 feet of any entrance.
3. All groups involving minors must provide their own responsible, adult chaperone(s).
4. Applicants must guarantee:
 - a. Orderly behavior.
 - b. Financial responsibility for any damage due to their use of the premises.
 - c. Responsiveness to directives of city personnel.
 - d. That the activity is lawful and conforms to the regulations of state and federal laws, Community of Rolfe and the Rolfe Parks and Recreation Department.
 - e. That no tape, staples, glue or any other adhesive material will be used to decorate the facilities without permission of the Rolfe Parks and Recreation Department.
 - f. That they will not remove, change, or revise anything in the building without specific approval from the Rolfe Parks and Recreation Department.
 - g. Electrical extension cords are not allowed on any floor surfaces other than those required to operate entertainment equipment.

5. The Parks and Recreation Department and/or City of Rolfe assumes no responsibility financially or otherwise, for accidents, injuries, or losses sustained by individuals while using facilities,
6. Does acknowledge that the City of Rolfe is not responsible for any loss of any nature occurring while rented to the individual, group, association, or entity signing below.
7. That the individual, group, association, or entity signing below will indemnify the City of Rolfe for any losses occasioned by any claims filed against the City of Rolfe for any type of losses occurring while the property described herein is rented.
8. Renters selling food must comply with current Pocahontas County Health Department regulations. Applications for a temporary food permit can be obtained by calling the Pocahontas County Health Department.