



Purpose:

The City of Odessa provides a Community Building which is available for rental at a reasonable rate to the public. In return, the City of Odessa expects for the building to be returned to its original condition at the end of the event. By having a formal policy outlining the procedure for reserving and renting the Community Building, a system will be maintained to ensure the public's trust is upheld as renters will all be treated uniformly.

The following rules must be followed by all renters of the Community Building:

Reservations:

Persons desiring to use the City of Odessa Community Building shall make arrangements with Odessa City Hall staff during regular business hours and can rent the building for any legitimate purpose. A calendar for scheduling rentals shall be maintained by City Hall staff.

1. Reservations are accepted on a "first come, first serve" basis and can be made no more than 18 months in advance to the event.
2. Reservations will be scheduled in full hour increments (four-hour minimum rental time) and must begin on the hour or the half hour, with the exception of 'Regular Scheduled Meeting' reservations which can be reserved for one hour.
 - a. Regular Scheduled Meetings are defined as non-profit/community group meetings that are booked for a one (1) hour time frame. Included in this option is an additional 30 minutes for set up and 30 minutes for tear down.
3. Reservations will be scheduled with at least one hour between events.
4. Renters shall be 18 years of age or older and must show photo ID when making a reservation. The ID must include the renter's date of birth and their physical home address.
5. All changes in payments for and/or cancellations of the rental can only be made in person, by the same person who made the original reservation.

Availability:

The City of Odessa Community Building is generally available for rent every day of the year during the normal hours of 6:00 a.m. through 12:00 midnight, with the exception of the New Year's Holiday which will extend the hours of availability until 2:00 a.m.

Rental Procedure:

1. At the time of making the reservation, the renter will present the proper ID and complete the City of Odessa Community Building Rental Agreement detailing the purpose of the rental, the date and time of the rental and the signature of the renter.

2. The renter will pay the rental rate and the security deposit. The security deposit shall be deposited into an escrow account specifically for rental deposits.
3. The renter has the option to declare their deposit "on hold." The City will designate the deposit as such. The deposit will only be refunded/returned if written notice is provided by the renter. If at any time, damage or additional clean up occurs while the renter is using the building the cost will be deducted from the deposit. Rental privileges will be suspended if the deposit is not kept at the designated amount.
4. The renter shall be given a copy of the Rental Agreement and a copy of the Community Building Rental: Administrative Policy.
5. All hours are arranged at the time of the reservation. However, the renter has the option of requesting additional hours at any time prior to the day of the event. Payment for the additional hours will be paid immediately upon request.
6. On the day of the rental or the City Hall business day prior to the event, the key must be picked up at City Hall and it must be returned at the earliest business hour of City Hall immediately following the event.
7. An inspection and/or cleaning will occur after the event to assess cleaning necessities, damages and ensure the agreement has been carried out.
8. Security deposit refunds are issued after the end of each month and are mailed to the renters listed address.

Decorations:

Decorations shall not be placed, mounted or hung on the walls. No stapling or tacking to the tables, chairs or walls. Decorations are allowed on the tables, floors, windows, and ceiling tracks only.

1. Masking tape is the only allowable option that can be used. All other forms of adhesives are not allowed including 3M strips or hooks.
2. Do not attach anything to the ceiling tiles. Only attach to the metal stripping. Please do not stand on chairs or tables!
3. Renters are responsible for removing all decorations by the end of their designated rental time frame including the removal of all confetti, tape, balloons, strings, streamers, etc.
4. No candles should be used at any time.

Kitchen Amenities

Any materials inside of the kitchen are available for use.

1. Do not leave any food inside of the refrigerator after the rental time frame.
2. The repair or replacement of any damaged equipment will be the responsibility of the renter.

Cleaning Requirements

1. Wipe down all tables
2. Remove all decorations including confetti, tape, balloons, string, streamers, etc.
3. Place all tables and chairs back on the dedicated racks
4. Dispose of any trash into the outdoor dumpster including trash from the bathrooms
5. Replace trash can liners
6. Sweep and mop the floor

7. Clean bathrooms
8. Clean kitchen and remove food from refrigerator/freezer
9. Turn off all lights
10. Ensure all doors are locked
11. Return key to City Hall

General Renting Compliance

1. Items of any size cannot be left in the building after the rental is completed. An automatic forfeiture of the building deposit will be processed if items are left in the building after the rental is completed.
2. Renter is responsible for all minor clean-up of the facility. All cleaning must be finished by the end of the rental time frame. Failure to complete cleaning responsibilities as outlined in the cleaning checklist will result in deposit forfeiture and/or a monetary penalty subtracted from the renter's deposit.
3. If janitorial or facility maintenance is required above and beyond the normal cleaning process, the deposit will not be refunded and additional fees may be assessed.
4. NO SMOKING in the facility is allowed.
5. No alcoholic beverages will be sold on the premises, nor shall any admission or cover charge be allowed when alcoholic beverages are served.
6. Alcoholic beverages shall not be taken outside the building.
7. No illegal activity in the building or on the surrounding City property will be tolerated.
8. Renters must allow authorized law enforcement officers or City employees to enter into or upon the premises and not otherwise interfere with any inspection of the premises.
9. Renter is responsible for compliance with any and all City ordinances and building policies.
10. Any damage to the facility or its contents will be repaired by the City at the renter's expense.

Rental Fees

- Security Deposit: \$100; plus
- Rental Fee: \$100 (minimum of 4 hours); plus
- Hourly Rate: \$25/additional hour

Non-Profit Fees

- Security Deposit: \$100
 - Rental Fee and Hourly Rate waived
- Regular Scheduled Meetings: \$10
 - 1-hour meeting rental
 - Includes 30 minutes for set up and teardown before and after meeting

Fee Policies

1. Fees and deposits will not be assessed for events held in order to conduct official city business, such as, but not limited to, Board of Aldermen meetings, Planning and Zoning meetings, Park Board meetings, and Municipal Court.

2. Waiver of rental fees –
 - a. Rental fees will only be waived for a maximum of four (4) rentals per calendar year per organization.
 - b. If a waiver is needed for more than the four (4) rentals per year, Board approval is required.
 - c. Waiver can only be granted to non-profit organizations and a 501C3 document is required during the application process.
 - d. A security deposit will be required for ALL rental types including non-profit.

Multi-Day Rentals

Multi-day rentals (consecutive days) preclude the availability of the building for other renters. For this reason, renters desiring the building for multiple, consecutive days will be charged from the hour the rental begins through its conclusion minus the six hours between midnight and 6:00 a.m. per day for each day the building is not available. For example, a weekend event, beginning at 6:00 p.m. on Friday and ending on Saturday at 6:00 p.m. will be charged for 24 hours: 6 hours on Friday and 18 hours on Saturday. The security deposit will be charged only once.

Cancellation Policy

A \$25 service fee will be deducted from the security deposit if a written cancellation notice is not provided thirty (30) days prior to the event. If a written notice is provided before thirty (30) days prior to the event the full deposit will be refunded, given that all other deposit refund requirements are met. Written notice must contain the name and mailing address of the renter and the date of the building reservation. The request must be signed and dated. The City is not responsible for delays due to mail service.

Security Deposit Refund Policy

Security deposits are required for all rentals no matter if the rental fee has been waived. The security deposit will be made at the time of making the reservation. The cancellation service fee, any damages, or additional cleaning needed will be deducted from the security deposit. Any damage or cleaning costs necessary beyond the \$100 security deposit will be charged to the renter. Refunds will be issued by check via mail and may take up 4 weeks to be issued. A refund will not be issued until the key has been returned to City Hall.