

**CHECKLIST OF
RULES AND REGULATIONS
FOR THE
LANDER COMMUNITY CENTER**

BOOKING: The Community Center may be booked for only two years in advance. Those bookings already recorded longer than that period will be honored. Fees are subject to change.

LANDER ONE SHOT ANTELOPE HUNT CLUB: The community center is reserved for the Lander One Shot Antelope Hunt the week prior to and including the third Saturday in September or which ever weekend the Game and Fish sets as opening day for Antelope Hunting Season in the Lander area. This time is set aside due to the commitment of the Club in expanding the Community Center. There is no fee charge and they make their own arrangements for the cleaning fees for that week.

FEES:

- \$400 – Entire Community Center
- \$250 – Back room without kitchen use
- \$200 – Front dining room and bar
- \$250 – each additional day

_____(initial) You will be responsible for the \$250 additional day fee, if you enter the community center prior to the days booked or do not have all of your items out of the community center after your booked days.

_____(initial) **DEPOSITS: \$250 Deposit** (Refundable if no damage is done) damage includes, but is not limited to: broken chairs, broken tables, spilled items on the carpet, bird seed and confetti inside the center and trash outside the building. **\$50 Kitchen Deposit** All items within the kitchen area of the Community Center will be counted after each event. Any items missed will automatically forfeit your kitchen deposit, if the amount is more than the deposit amount you will be responsible for the excess charges.

_____(initial) **FEES:** A fee of **\$50.00** will be required at time of booking. The fee will be applied to your rent fee. The remainder of your fees must be paid two weeks before your event date. If you have to cancel your event, it must be done **two weeks prior** to your scheduled event or the use fee is non-refundable. Fees are subject to change

_____(initial) **THE LANDER COMMUNITY CENTER IS A NON-SMOKING FACILITY** If evidence of smoking is found inside the Community Center building you will be assessed a \$250.00 smoking fee in addition to your refundable deposit fee.

_____(initial) **USE OF FURNITURE AND EQUIPMENT:**
Tables, chairs, kitchen equipment, dishes and silverware, glassware and cleaning equipment may be used, however, damage to those items will be paid

for by the user. Cost for damage will be deducted from the damage deposit. You will be responsible for ALL damages exceeding the deposit amount.

_____ (initial) **TABLES AND CHAIRS ARE NOT PERMITTED TO LEAVE THE COMMUNITY CENTER BUILDING**

NON-USE OF THE FOLLOWING:

- _____ (initial) Table confetti of any kind
- _____ (initial) Rice
- _____ (initial) Birdseed (may be used only outside facility)
- _____ (initial) No Smoking within the facility – with or without your knowledge

If these items are used within the building you will forfeit your damage deposit.

LANDER COMMUNITY CENTER RESPONSIBILITY:

_____ (initial) ***If the Community Center is not acceptable when you enter for your event you must call the City Hall at 332-2870 to have a City representative inspect the facility prior to your event.***

When an event is scheduled and booked at the Lander Community Center the following responsibilities shall be adhered to:

- _____ (initial) **The City of Lander shall be responsible for the following:**
1. Insurance on the building and its contents owned by the City of Lander;
 2. Liability insurance for the use of the building;
 3. All utilities;
 4. Employment of a person to clean the premises;
 5. Setup, teardown and cleaning of facility;
 6. Rules and Regulations for the use of the Community Center

The User/Applicant shall be responsible for the following:

1. Insurance, if they elect to do so, for any items brought into the Community Center for the event; _____ (initial)
2. Coordinate specifics of setup with **Randy & Christine Lutterman 332-5110** _____ (initial)
3. Perform walk-through of facility with **Randy & Chrstine Lutterman 332-5110** _____ (initial)
4. That those persons attending the event obey the rules and regulations of the Community Center and conduct themselves in an orderly manner and not cause any damage, excessive trash, broken bottles, liter, etc., to the Community Center or any City property located in the area of the Community Center. The Lander Golf Course is not a part of the Community Center and should not be used in conjunction with activities held at the Community Center. _____ (initial)
5. That an application for use of the facility has been procured in advance from the Lander City Hall, and all fees have been paid in advance, including a damage deposit. _____ (initial)

6. If alcohol is to be served at the event, the following shall also apply;
 - a. It shall be noted on the application;
 - b. Proper security must be supplied by the applicant;
 - c. A proper license for alcohol must be procured. This will either be a catering permit if the event is being catered by a holder of a Retail Liquor License or a Malt Beverage Permit may be obtained by an individual or community organization.
 - d. The applicant shall be responsible to ensure that all liquor laws are complied with.
 - e. A catering permit or malt beverage permit must be approved by the Lander City Council in advance. They meet every second and fourth Tuesday of the month, and application for a permit must be submitted no later than the Thursday before the meeting.
 - f. All applicants must either procure liability insurance for the event or sign an indemnity agreement, which agrees to indemnify the City of Lander for any and all damage it may suffer as a result of alcohol. _____ (initial)
7. Cleaning charges above and beyond normal use. _____ (initial)

After your event you are responsible to:

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|-----------------|--|
| _____ (initial) | Clean the kitchen, dishes, sinks, dishwasher, stove and ovens. |
| _____ (initial) | Turn out all lights |
| _____ (initial) | Lock all doors |