



# RENTAL POLICIES & PROCEDURES

The Lester Buresh Family Community Wellness Center “the LBC” is a building designed to provide facilities for government meetings, civic engagements, passive and active recreation, and social events. The following policies and regulations have been established for fair usage and maximum enjoyment.

The LBC is made available to groups, organizations, and individuals. It is necessary to recognize, however, that the availability of space and time use is contingent upon the hierarchy of user. It is further recognized that to limit public subsidy of the building, it is necessary to make the building available for rental. Commercial uses of the LBC are low priority uses of City resources and will only be permitted when there is no competing request for the use of the LBC.

Renters may submit rental requests for one or two rooms in person on the first day of the month listed for each rental period. Large events, consisting of three or more rental spaces, may reserve up to one year in advance with the LBC Director approval. Renters reserving space for ongoing practices or meetings can reserve a maximum of one and a half hours per week in the first round. Once all initial requests have been processed, you can request additional time for the second round of reservation on the first day of the month beginning at 12:00am. Requests can be submitted in person and on the LBC website.

First round reservations begin:	September 1	January 1	May 1
Second round reservations begin:	October 1	February 1	June 1
Rental Period:	Jan 1 – Apr 30	May 1 – Aug 31	Sept 1 – Dec 31

Once your request is submitted, you will be contacted by the LBC staff regarding your request. Rental fees will be assigned at the time of confirmation. **Facility rentals are not secured until we have received the signed rental agreement and the payment due within 10 days of receipt of the Rental Agreement.** Depending on the size of the rental, please reference the table below for security deposit, due date of fees, and cancellation policy. Any rentals not paid by the due date are subject to cancellation.

Description of Fees	One or two room rentals	Three or more room rentals	Full facility rental
Security Deposit	Not Required	25% of full rental fee to secure the reservation	25% of full rental fee to secure the reservation
Full Rental Fee Due	To secure the reservation	45 days prior to event	90 days prior to event
Cancellation Fee is equal to 50% of Full Rental Fee	0-14 days prior to event	0-30 days prior to event	0-60 days prior to event

**Three or more room rentals and Full Facility Rentals** – Full gym rentals (which are three or more room rentals) can be reserved up to a year in advance and will only be rented a maximum of two days out of the month. Full facility rentals are events that require the whole facility to be closed to the public. Full facility rentals can be reserved up to a year in advance and will only be rented a maximum of one day out of the month.

**Security Deposit** – The security deposit will need to be paid to secure the reservation. The deposit will be refunded provided there is no damage to the rental area and the rental area is left in the same condition in which it was found. The deposit may be withheld if renter arrives early and/or leaves late. The deposit will only be refunded to the applicant listed in the form of a check or credit card (no cash refunds) and may take 2-4 weeks to process.

**Discounted Member Rates** - To qualify for discounted member rates, you must hold a current annual membership at the time of the reservation and remain active through the date of your event and be in good standing of the LBC.

**Security** - Security Personnel Fees are required when alcohol is being served and if deemed necessary. A minimum of one reserve officer is required. Additional security may be required at the discretion of the MVPD and the LBC Director. An approved list of security personnel can be acquired by the MVPD and the fee for security personnel will be paid by the renter.

**Hours of Operation** - Building must be vacated by 9:00 pm Monday through Friday, Saturday by 8:00 pm, Sunday by 8:00 pm, or by arrangement with the Wellness Center Director. Rentals outside of normal business hours may have additional fees.

**Noise** - Users are subject to City of Mount Vernon Ordinance chapter 40.03 which controls noises disturbing the public.

**Smoking Policy** - Smoking and the use of any tobacco product, or electronic smoking device, by any person, in any publicly owned facility is prohibited at all times. City of Mount Vernon ordinance chapter 47.09.

**Outdoor use** - All applicable littering ordinances will be enforced.

**Kitchen Use** - The facility is solely a warming kitchen and cannot be used for major meal preparation. If you are having a catered event, you will need to submit the catering company's name and contact info.

**Food** - Food is only allowed on the first floor. Food is not allowed in all other areas unless approved by the LBC Director.

**Clean-Up Policies** - Renter will be responsible for all damages to building, furniture and any extra cleaning. If a private caterer uses the facilities, renter is responsible to see that the caterer follows the LBC's regulations regarding clean up. Facilities left in a manner requiring more than customary cleaning will be sufficient reason to bill the utilizing individual or group to cover these added costs. Failure to pay may result in loss of future rental privileges and could result in additional administrative action. The Renter is responsible for sweeping, mopping, cleaning the kitchen, and emptying the garbage before leaving the LBC. Renter will be responsible for cleaning and tearing down tables and chairs. Renter will be responsible for removal of any wall decorations and other personal equipment. If it is necessary for staff to complete the required clean-up tasks, the Renter will be charged at the rate of 1 and ½ times the hourly wage of the affected employee for time needed to complete the tasks. **Minimum charge to Renter for completing clean-up requirements is 1 hour.**

**Recycling and Trash Pick-Up** - To facilitate recycling efforts, specially marked bins will be made available by the City for collecting glass, aluminum, plastic and metal containers. These containers must be clean prior to placing in the appropriate recycling bins. All trash shall be placed in garbage bags.

**Decorations** - The use of nails, tape, tacks, etc. to fasten decorations or other materials to walls, doors or from the ceiling is prohibited. Glitter, rice, bird seed, bubbles, helium balloons, confetti, etc. are prohibited. Set-up, clean-up, and decorating time must be factored in when making a reservation.

**Alcohol Consumption** – Wine and beer are only allowed if the Renter obtains prior written permission from the City. Additional rental fees, deposit, and insurance requirements apply. Kegs or hard liquor are strictly prohibited. No off sales of alcohol are allowed. Renter will be responsible for all fees related to security personnel and equipment when serving alcohol. The City of Mount Vernon reserves the right to perform a background check on Renter and its representatives.

**Revocation of Permit for Use** - If at any time the LBC Director or the City of Mount Vernon Police Department determines that any use of the LBC is contrary to the public health and safety of the City, or that such use is tending to cause or provoke a disturbance, the LBC Director or Police Chief may revoke the City's permission to occupy the LBC. In such an event, such groups or individuals shall upon notice immediately vacate the Center. Falsification of any information in the contract may lead to immediate closure of event and loss of all fees, including deposit.

**Review and Amendment** - Rental Policies and Procedures are subject to change upon review.

## THE LBC RENTAL FACILITIES

The Wellness Center is a 33,000 square foot building on two levels consisting of rooms of varying sizes and capacities. A description of each rentable room can be found below, as well as its generally recommended uses.

Wellness Center hours of operation are:

- Monday through Friday from 5:00 am until 9:00 pm
- Saturday from 8:00 am until 8:00 pm
- Sunday from 12:00 pm until 8:00 pm.

The LBC hours of operation are subject to change.

Gymnasium and Multi-Purpose Space - There are two courts with maple wood floors and one court with all-purpose hard surface flooring. Each space has middle school sized basketball courts. All three courts can be divided by curtains. The multi-purpose space opens to the outdoor patio and is close to the kitchen/concession area, and social lounge. Recommended room allowance is 150 people/court.

Community Room - This multi-purpose gathering space is large enough to accommodate groups of 50-60 people. This room may be used for education, receptions, exercise classes, meetings, art classes, birthday parties, etc. Tables, chairs, lectern, TV, and AV equipment are available for use upon request. It is conveniently located on the main floor adjacent to the kitchen.

Kitchenette - The kitchen/concession stand can be reserved in conjunction with the community room or multi-purpose space rental. It is solely a warming kitchen and is not appropriate for meal preparation.

Flex Space - This is a carpeted smaller sized conference room. This room can accommodate 12 people. Tables, chairs, TV, and AV equipment are available for use upon request. This room has an i-Wall and t-wall entertainment system, which are included in the room rental.

Fitness/Yoga Studio - This large room has maple wood floors, two walls of windows, a wall of mirrors and a large screen TV. This room can accommodate 24 people.

Turf Room - This large room has synthetic turf and padded walls. Rental of the room has the optional use of 2 batting cages/golf nets or competition size wrestling mat, which are included in the rental fee. This room can accommodate approximately 40 people depending on the type of use.

Batting Cages - Rental of the batting cages includes use of balls, tees, and safety screens. Renters are required to provide their own bats and helmets. Use of the pitching machine is available with certification.

Rock Climbing Wall - The wall is designed with four climbing zones with an auto belay system. There are eight routes of varying difficulty along with bouldering (horizontal climbing). Rental comes with instruction and safety equipment. Additional requirements apply.

Outdoor Patio - This 30'x70' paved, outdoor space has tables and chairs, unique social seating and retaining wall chalk board. It can accommodate approximately 30 people depending on the type of use.

East Wing Package - The East Wing of the facility includes the multi-purpose gym, community room, kitchen, social lounge, and outdoor patio (seasonal). This space is ideal for graduation parties, wedding receptions, anniversary parties, family reunions, corporate events, holiday parties, etc. This space can accommodate up to 300 people. Inquire about additional tables and chairs.

Lower Level - The lower level of facility including 3 courts, the social lounge and circulation hallway can be rented and closed to the public two days each month. We can accommodate large tournaments, youth groups, tradeshow, or corporate events.

Full Facility - The entire facility can be rented and closed to the public one day each month. We can accommodate large tournaments, weddings, or corporate events.

## THE LBC RENTAL RATES

### Gymnasium and Multi-Purpose Space

\$33/hour (one court) Standard Rate

\$27.50/hour (one court) Annual Member Rate

### Community Room

\$33/hour Standard Rate

\$27.50/hour Annual Member Rate

### Kitchen

\$15/hour Standard Rate

\$10/hour Annual Member Rate

### Flex Space

\$20/hour Standard Rate

\$15/hour Annual Member Rate

### Rock Climbing Wall

\$50/hour Standard Rate

\$45/hour Annual Member Rate

### Turf Room/Batting Cages

\$45/hour Standard Rate

\$40/hour Annual Member Rate

\$25/half hour Standard Rate

\$20/half hour Annual Member Rate

### Fitness/Yoga Studio

\$35/hour Standard Rate

\$30/hour Annual Member Rate

### Lower Level

\$900/10 hours Standard Rate (3 courts, Social Lounge, includes set up fee, min 10 hrs)

\$775/10 hours Annual Member Rate (3 courts, Social Lounge, includes set up fee, min 10 hrs)

### East Wing Package

\$380/4 hours Standard Rate

\$320/4 hours Annual Member Rate

### Full Facility

(Facility closed for public use, min 12 hrs)

\$2400/12 hours

### Birthday Party Packages

Basic packages starting at:

\$165/2 hours Standard Rate

\$137.50/2 hours Annual Member Rate

Includes: up to 15 people, 2-hour use of party room, two activities of your choice (Rock Climbing Wall, Turf Room, Gym, I-wall/t-wall), Event staff for supervision, set-up/break-down and instruction.

### Additional Item for Rent

Bouncy House: \$20

(In center use only, children 10 and under)

Carpet tiles: \$150/court (includes set up)

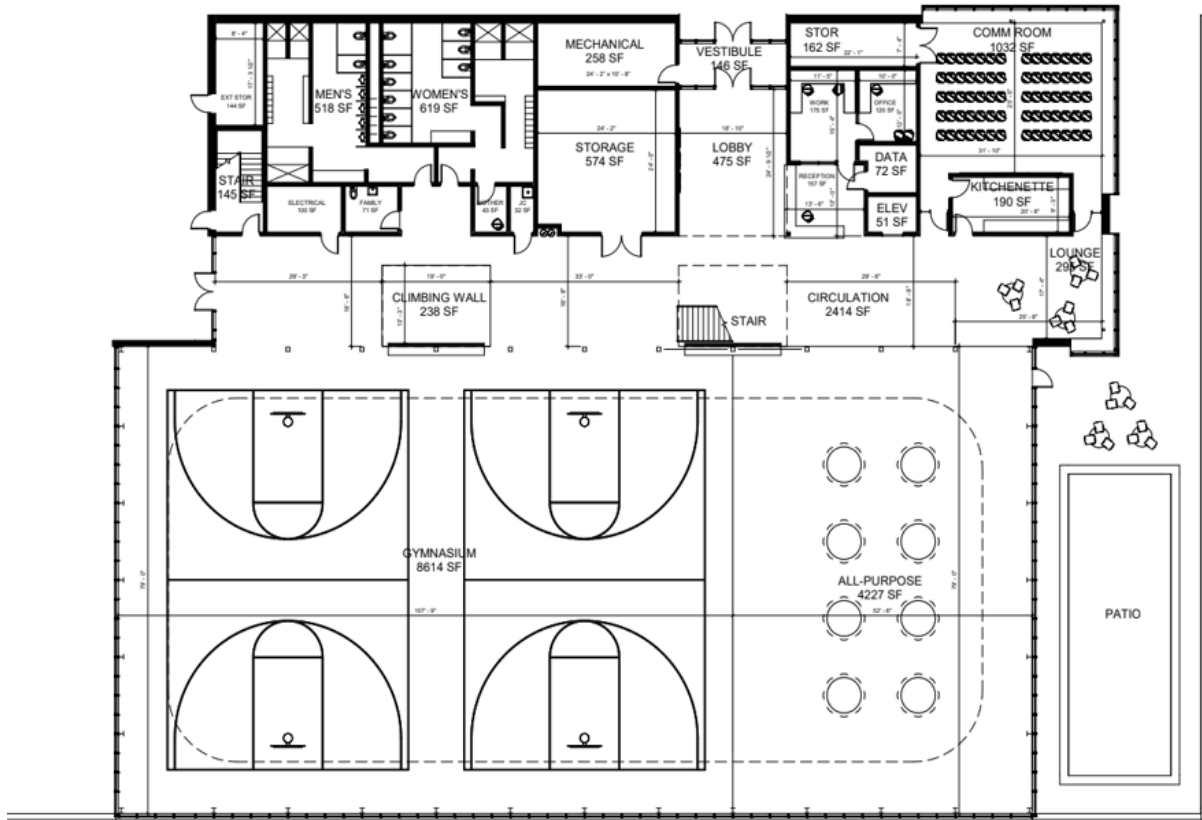
Court set-up fee: \$15/court

Wrestling mats: included in turf room rental

Pitching machine: included in turf room rental

# THE LBC FLOOR PLAN

## Lower Level



## Upper Level

