

PC POLK COUNTY COMMERCE CENTER

RULES AND REGULATIONS

PAYMENT OF FEES

The basic rental rate and charges for other services are established by the Lessor, Polk County Higher Education & Technology Foundation, or its authorized agent. All fees paid shall be in a form acceptable to the Lessor.

It is the Lessee's responsibility to pay all fees in full prior to the event or the event is subject to cancellation. No invoices will be sent.

LEASE FEES

Half of the lease fee is due at the time the contract is signed and event booked. The remaining payment is due sixty (60) days prior to the scheduled event. If an event is scheduled within sixty (60) days of the scheduled event, full payment is due upon signature of contract.

The full amount of the lease fee will be refunded for any written cancellation made within sixty (60) days prior to the scheduled event. If written cancellation notice is given thirty (30) days prior to the scheduled event the Lessee will forfeit half of the lease fee. The event is subject to cancellation should the payment not be made in a timely manner.

SECURITY FEES:

Full payment for security is payable in cash only, to the officer, at the beginning of the event at the rate of \$30.00 per hour, with a four hour minimum. Security will be arranged through the Polk County Higher Education and Technology Foundation, or its authorized agent. Security is required for large events and events where alcohol is being served, or as determined by the foundation's authorized agent.

CHILDREN ARE NOT ALLOWED TO RUN FREELY IN THE HALLWAY. THEY MUST STAY IN THE AUDITORIUM WITH ADULT SUPERVISION. THE SECURITY OFFICER WILL ESCORT UNRULY CHILDREN AND THEIR PARENTS OUT OF THE BUILDING AND THEY WILL BE BANNED FROM THE EVENT.

RULES IN REGARDS TO USE OF SOUND EQUIPMENT:

No unauthorized person will be allowed to use the sound equipment at the Polk County Commerce Center. If the sound system is to be utilized, an authorized sound technician will be hired by Lessee. The Polk County Commerce Center will make available the list of authorized sound technicians.

HOURS OF RENTAL:

Hours of rental are from 8:00 am to Midnight on the day of rental. You get one day of decorating time. Decorating will be done during a regular work day (8 am – 5 pm) You may have 2 evening hours to rehearse your event or to complete decorating. This would be the evening before the event. If

additional time is needed for any type of rehearsal, decorating or set-up, the additional hourly rate is \$100.00 per hour. At midnight the facility gives you a forty-five minute grace period before doors are locked. Your event must end in time for you to do adequate clean-up and removal of all equipment or personal items brought to the facility. After the 45 minute grace period expires (12:45 am), should you still be in the process of cleaning or removing personal items, you will be charged an additional \$100.00 per hour until you are completely out of the building.

RULES IN REGARDS TO SET-UP OF VENUE:

The Polk County Commerce Center will do a one-time set up per your request. If changes are made, you may reposition the chairs and tables yourself. If the Polk County Commerce Center is asked to reposition chairs or tables, there is a repositioning fee of \$100.

RENTAL FEES:

Auditorium: Friday, Saturday and Sunday- \$1500.00 per day, Auditorium: Monday-Thursday, \$1200.00 per day.

Both Men and Women's Dressing Rooms are considered part of the Auditorium rental fee only. If Dressing Rooms are used by Meeting Room Lessors, the fee is \$25.00 per room, per day.

Meeting rooms A and B- \$300.00 per day

Meeting rooms C and D- \$200.00 per day

If the kitchen is used in anyway, ie for storage, ice, etc., the kitchen must be rented. If it is used without authorization, the fee will be taken out of your Damage Deposit.

Kitchen - \$150.00 per day

Concession Area- \$50.00 (Popcorn Machine unavailable for rental) per day

Foyer- \$150.00 (stand-up only) positioning of tables or chairs, an additional \$100.00 per day

Hallway used in addition to rental of meeting rooms, ie. Tables for food, drink, etc.

\$50.00, per day.

SERVICES:

As time permits, staff may assist you with making copies, faxes, and emails. Copies are 10 cents per page and faxes are \$1.50 per page. We are more than willing to help if availability of staff and time permits. However, staff does NOT work for you the Lessee. This would be at our convenience only.

DAMAGE DEPOSIT FEES

The Damage Deposit fee is necessary for all social events, tradeshow and organization meetings. The fee is due at the time the lease contract is signed.

This is a separate fee to ensure that the facility is left in good condition and the terms of the contract are met. It is not payment towards the lease fee. Deposits are refundable after the event if no damages

have occurred to the property or equipment, as indicated on the lease contract and the Lessee and guests have left the premises by the contracted time and all conditions of the contract have been met.

The Polk County Commerce Center's authorized agent will do a walk through immediately after the event. If there are damages or a failure to clean-up, (picking up trash and leaving the facilities the way you found them) the Polk County Commerce Center's authorized agent, will advise Lessee as to what needs to be done to secure a refund of Lessee's deposit. If damages are incurred, the Damage Deposit funds will be used toward repairs or clean-up, and if the Damage Deposit fee is not enough to cover the costs, the Lessee will be responsible for full payment of the damages or clean-up fees.

A dumpster is available in the back of the building, in the fenced in area, to place your trash and trash bags are provided. There are two trash containers labeled "liquids", please pour liquids into these containers. The liquid may be dumped onto the grass in the back of the building. Put all other trash in additional trash containers. Please remove the trash and place in designated dumpster.

All trash must be removed from the restrooms. All trash must be removed from the kitchen, if used and from the dressing rooms, if used.

Deposits are refundable within thirty (30) days following the event, and will be mailed to the Lessee at the address indicated on the lease contract.

FORMS OF PAYMENT:

The Polk County Commerce Center accepts checks and cash only.