



Ashton Community Center Rental Rates Policy 2011

1. Reservation payment must be received two weeks in advance.
2. There will be a 25% cancellation fee with less than 2 days notice of cancellation.
3. Weekend rate starts 6 pm on Friday. (The weekend rate reflects overtime personnel costs.)
4. A beginning and ending time are required for reservation. These times need to be strictly adhered to in order to have the venue opened and closed by city personnel.
5. Any activity in the gym involving food, tables & chairs requires rental of the kitchen
6. A two hour set-up time may be allowed without charge *provided the space has not been reserved for another activity during that time*. This is **not** a guaranteed time slot, but can be secured by checking with the City two days before the event. If the set-up time is absolutely required, then to be safe, the space should be reserved and paid for.
7. Request for Fundraiser Reduction is made to the City Clerk, and must be approved by the City Council. (Regular meetings are held the 2nd Wednesday of each month.) The following criteria help to determine eligibility:
 - Group leader is facilitating the event/service without compensation.
 - Group is community service-oriented.
 - Group/ event provides support for individuals in crisis/or in an on-going life challenge.
 - Proof of fundraising disposition is submitted to the City within 30 days of the event.