

**Title:** **Community Use of Center Space**  
**Date of Current Version:** **April 2020**  
**Replaces Version:** **April 2012**

## **Background**

The Center supports the needs of the community by providing opportunities for community members and organizations to use the facility to disseminate information, offer programs, hold meetings, or host events. Rentals of the facility provide the opportunity to generate revenue that supports operational expenses.

## **Community Use of Center Space**

### **General Guidelines**

1. When planning programs and activities, Center space needs have priority over all other requests.
2. Requests to schedule space can be made by:
  - a. Individuals (for their personal, not business, use)
  - b. Community groups
  - c. 501c3 Non-profit organizations
  - d. For-profit organizations and businesses
  - e. Candidates for Political Office and Political Parties
  - f. Government entities
3. The location of scheduled space may be changed due to unforeseen circumstances involving the operation of the facility.
4. The specific areas of the facility available for rent (i.e., for a fee) or use (i.e., for no fee) are determined by the coordinator or designee.
5. Space is reserved on a first come, first served basis.
6. Janitorial services are not provided. Room set-up and return to its original configuration is the responsibility of the individual or group.
7. Publicity for all events is the responsibility of the sponsoring individual or group. It must not be intrusive to participants or disruptive to Center programs and operations.
8. The Center neither approves nor disapproves content, ideas or subject matter presented in the space and does not accept responsibility for ensuring accuracy or that all points of view are represented.
9. Coordinator or designee approval is required to serve or prepare food and non-alcoholic beverages in permitted areas of The Center.
10. All activities held at the Senior Center must comply with Senior Center policies and City of Iowa City resolutions and ordinances. Users and renters of space must follow all applicable City of Iowa City codes and The Center code of conduct. If found in violation of any city code, the person or group will be asked to stop the activity or vacate the premises. If the person or group refuses or are repeat offenders, police will be summoned.
11. Propping open an exterior door of the facility for any reason is prohibited.

12. Scheduling repeating uses or rentals is permitted in four-month intervals: January-April; May-August; and September-December. Rooms are not intended for multiple day exhibitions or displays unless approved by the coordinator or designee.
13. Rental agreements for one-time events can be made up to 12 months in advance, except for rental requests for the Assembly Room which may be made up to 24 months in advance.

#### **Space Use and Rental During Business Hours**

1. The operations assistant or designee coordinates all community space usage.
2. During business hours individuals, 501c3 non-profit organizations, community groups, and government entities may use the space free of charge.
3. For-profit businesses, political candidates and political parties must rent space during business hours.
4. The individual or group shall identify a contact person and provide contact information at the time of reserving space.
5. A table to disseminate information may be reserved by individuals, 501c3 non-profit organizations, community groups, and government entities at no cost if space is available and such use does not interfere with Center programs or operations. The following conditions apply:
  - a. Tables or displays must be confined to the designated space.
  - b. Tables or displays must not be intrusive to Center visitors. Table staffers shall not approach or overtly solicit the involvement of participants or visitors.

#### **Space Rental During Non-Business Hours**

1. The operations assistant facilitates all rentals of the facility. Coordinator or designee approval is required.
2. A Room Use and Rental Application/Letter of Agreement must be submitted to the operations assistant no later than five (5) business days prior to the requested time of use. Deposit money is required to officially reserve the rental space. Rental fees must be paid no less than 60 days prior to the rental or immediately if rental is occurring in less than 60 days.
3. A City Council approved schedule of rental fees and security deposits is applied. Each are reviewed periodically by Center staff and the Senior Center Commission. Recommended changes are submitted to the City Council for approval. If programming aligns with the Senior Centers mission and is open to Senior Center members, rental fees may be waived at the discretion of the Senior Center coordinator.
4. All deposits shall be returned, in part or full, depending upon the condition of the area and equipment utilized, within 30 days following the scheduled use of space.
5. Additional charges may be required for damage to the facility or equipment, or rental of space extending beyond the initially agreed upon time limit.
6. Renters must agree to all items on the Room Use and Rental Application/Letter of Agreement.
7. Individuals and community groups:
  - a. Rental fees are only for weekend and evening use of the facility.
  - b. Standard rental fees and security deposits are assessed.

8. 501c3 Non-profit organizations:
  - a. Rental fees are paid only for weekend and evening use of the facility.
  - b. Receive a 50% discount on rental fees.
  - c. Security deposits are paid at the standard rate.
9. For-profit organizations and businesses:
  - a. Rental fees are paid each time the facility is used.
  - b. Standard rental fees and security deposits are assessed.
10. Political candidates and political parties:
  - a. Rental fees are paid each time the facility is used.
  - b. Standard rental fees and security deposits are assessed.
  - c. The Center shall not sponsor any activities that have the purpose or effect of endorsing a political party, candidate, or point-of-view.
  - d. When requested by recognized political parties for space to hold a caucus, meeting space is provided without charge. For all other room use purposes, political candidates and political parties pay rental fees each time the facility is used.
  - e. Candidates, political campaign staff and volunteers, and political party staff shall not disturb visitors or participants in any other program or service offered at The Center. Interaction with candidates, political campaign staff and volunteers, and political party staff must be initiated by the visitor or participants.
11. Government Entities:
  - a. Rental fees are paid only for weekend and evening use of the facility.
  - b. Standard rental fees and security deposits are assessed.

### **Sales and Participation Fees**

1. No fundraising, charging of admission, and/or sale of items or services are allowed without Senior Center coordinator approval. Additional rental fees may apply.
2. Charges solely to recoup program and material costs are acceptable on a case by case basis as authorized in advance by the coordinator or designee.
3. 501c3 non-profit organizations collaborating with The Center to offer evening and weekend programs of interest to the 50+ population may assess participation fees for specific events or programs.
4. Requests to use the building for fund-raising efforts sponsored by in-house agencies (e.g., Senior Nutrition Program, VNA, TRAIL), other departments within the City of Iowa City, or Johnson County will be considered on a case by case basis by the coordinator or designee.

### **Administration**

The Center coordinator or designee administers space and use policies. Decisions to deviate from the policy will be made by the coordinator or designee on a case by case basis.

Approved by the Senior Center Commission on: May 21, 2020