



**Community Center Rental Information and Rental Procedures
Effective July 16, 2007**

After a rental date is reserved, but before the date in question arrives, the renter must submit payment and deposit for the Community Center. Only a paid deposit reserves the building for any date.

By the day before and up to one week before the rental, the renter must either stop by the City Offices or phone City officials to obtain the temporary key lock box combination listed on your rental agreement. Renters who prefer to obtain a physical key can also pick it up the day before the rental. If you use the lock box, you must return the keys (one is for trash containers) to the box outside on the building, ensuring it properly closes. The lock box has two different combinations, with temporary codes (based on box color) listed on your rental agreement. Please use the number according to the color of the box upon arrival.

After a rental event occurs, it is the obligation of the renter to lock up the Community Center and drop the key (if used/picked up by renter) off at the City Offices drop box located to the left of the front doors of the office. Any and all damages that occur if the facility is not locked will be the responsibility of the renter of the facility. Please also make sure the handicap accessible door on the northwest end of the building is secured and that all windows are closed and locked.

After the Check-Off List and key (if applicable) have been returned to the City Offices, the next business day the City DPW or Office staff will assess the Community Center. As long as there are no damages that would warrant keeping a portion or the entire deposit or further action, the City of Grant will then either mail back the deposit check or issue a deposit check amount to the renter. Please notify us in advance if you have a preference.

The renter also has read and agrees to abide by the City of Grant noise Ordinance:

“Unless “Permitted” by the City of Grant, no person or persons shall operate any loud speaking radio or other sound amplifying devise upon any of the streets, avenues, alleys, parks, lakes or other public places in the City or upon any private premises in the City where sound of sufficient volume is capable of being heard from a distance of fifty (50) feet from any vehicle or fifty (50) feet from any residence property line between the hours of 7:00am and 9:00pm, or twenty-five (25) feet between the hours of 9:00pm and 7am.


A violation of this “Ordinance” shall be considered a “Civil Infraction” and a fine not to exceed \$125.00 shall be imposed for the first offense. Subsequent offenses shall be fined up to, but not exceeding \$250.00.”

“This “Ordinance” shall take precedence over any other existing City Ordinance pertaining to audio devices described herein.”

Ordinance 44, adopted August 10, 1998

The best way to avoid problems/complaints pertaining to the Noise Ordinance is to stand outside of the building and listen. If you can hear noise, others can as well. Just turn down the volume and enjoy your event!

Agreement of understanding:

I  _____ have read the City of Grant Community Center rental information and procedures and understand and will follow procedures.

Signature  _____

Date  ____/____/____

Rental Date: ____/____/____
Checklist Returned: ____/____/____
Deposit Refunded/Returned: ____/____/____