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# Community Park Social Center



## Rental Information

Located centrally in town in beautiful Community Park.

The perfect place to gather with friends and family.

- Anniversaries
- Baby Showers
- Banquets
- Birthday Parties
- Business Meetings
- Family Gatherings
- Graduations
- Organization & Club Meetings
- Wedding Receptions
- Wedding Showers



Community Park  
Social Center  
8751 Lions Club Drive  
Munster, IN 46321  
(219) 836-PARK

To Social Center Renters:

Thank you for choosing the *Community Park Social Center* as the site for your upcoming event. It is our hope that you will find the facility conducive to your event and that your experience will be a positive one. The Social Center is available to rent throughout the year, with the exception of major holidays. You must be at least 21 years of age to rent the facility. When sending invitations, please use the address above.

The rental fee that you pay for the use of the Social Center is **non-refundable**. The rental fee will be refunded only if Munster Parks and Recreation cancels your rental.

A damage/cleaning deposit is required on all rentals. It is the responsibility of the renter to return the Social Center to its pre-rental condition. **Should cleaning not be completed following your rental, you will forfeit your damage/cleaning deposit, and Munster Parks and Recreation will assess a \$50.00 per hour fee for the time needed to clean the facility.**

On the following pages, you will find important rental information. Please read through the information carefully.

Thank you for allowing Munster Parks and Recreation the opportunity to be of service to you. If you have any questions or concerns, please do not hesitate to call Munster Parks and Recreation at (219) 836-PARK (7275).

## Amenities

The Community Park Social Center is a 4-room facility (two social rooms, kitchen and restrooms) and is fully accessible, and offers the following amenities:

Tables and Chairs	Cleaning Supplies
Kitchen with stove, refrigerator, microwave, and coffee pots (no pots, pans, dishes, etc.)	125 Person Capacity (maximum)
Television/VCR	Site Supervisor to assist w/ rental
#1 Room (27' x 24') #2 Room (60'x22')	Heating/Air Conditioning
	Brick patio with tables

## Community Park Social Center Rates

<u>Resident</u> \$60 per hour*	<u>Non-Resident</u> \$85 per hour*	<u>Non-Profit (Munster-based)</u> \$40 per hour* (Mon-Thurs only)
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*\$125 damage/cleaning deposit for parties up to 75 people with no alcohol.*

*\$250 damage/cleaning deposit for parties of 75 or more people and/or with alcohol.*

*\* A 7% sales tax will be added to all rental fees. A \$10 fee will be charged for rescheduling.*

**Resident:** Individuals who reside and/or own property in Munster.  
**Non-Resident:** Individuals and or groups who reside outside of Munster.  
**Non-Profit:** **MUNSTER-BASED GROUPS ONLY.** A group or organization with non-profit status (i.e. church, public or private school, community service group, 501C-3 organization). Non-Profit rates apply on Monday-Thursday. The regular rental fee applies Friday-Sunday.

## Making Your Reservation

1. Reservations are taken at the Munster Town Hall Park Department, 1005 Ridge Road, Munster. **ALL RESERVATIONS MUST BE MADE IN PERSON.**
2. The full cost of the rental plus the damage/cleaning deposit is due at the time you reserve the Social Center. Approximately one week after the rental, the security/cleaning deposit will be mailed back to the renter if the facility is clean without damage and returned to its pre-rental condition, and no police or staff member (s) had to be called to the site. **SOCIAL CENTER RENTAL FEES ARE NON-REFUNDABLE.**
3. The hours of your rental must include the time that is necessary for you to set up and clean the facility. You will not be afforded any additional time at the beginning or end of the rental, unless this time has been paid for and reserved in advance. You will forfeit your deposit if you do not adhere to your contracted time.

**NOTE:** A site supervisor will be scheduled to work. The site supervisor will open the facility and lock it following the rental. The supervisor is not a cleaning service, but an individual who will be on-site to provide assistance and support during the rental.

## Rules and Regulations

1. The rental time of the Social Center includes both the set up time and cleaning time. No additional time is permitted on the day/night of the rental. **THE RENTAL FEE IS NON-REFUNDABLE. The renter is not permitted to enter the Social Center prior to the time specified on the rental agreement form - no exceptions will be made. This includes dropping off supplies, materials, and catering prior to the scheduled time. As a general rule, no rental groups are to enter the Social Center until the site supervisor arrives and secures the building.** The renter must also abide by having the facility cleaned and leave by the time specified on the rental agreement form. The Social Center curfew is 12:00 a.m.
2. Furnishings, tables and chairs may be moved during the rental time, but **must** be returned to their original positions before leaving the Social Center. **NO FURNISHINGS, SUPPLIES OR PARK DEPARTMENT PROPERTY SHALL BE REMOVED FROM THE SOCIAL CENTER.**
3. All decorations (streamers, balloons, etc.) must be removed and disposed. No glitter allowed.
4. All garbage must be bagged and placed in the dumpsters located outside the building. Every garbage can in the facility must be lined with a new plastic liner (these are provided).
5. All kitchen equipment including the refrigerator, stove, oven and coffee pots must be properly cleaned.
6. Cleanup of the Social Center is to begin 45-60 minutes before the rental is over.
7. You will forfeit your damage/cleaning deposit if, you fail to adhere to the alcohol restrictions, or if the Social Center is not properly cleaned after a rental. Munster Parks and Recreation will assess a \$50.00 per hour fee for the time needed to clean the facility.
8. A \$10 fee will be charged for rescheduling your event. Rescheduling fee does not apply to adding additional hours to your rental only to date/time changes.
9. The renter must be at least 21 years of age. The renter is personally in charge of and responsible for the conduct of all persons in attendance at the Social Center. The renter (contact person or organization) will be held financially responsible for any damage to the Social Center, park facilities, or property of Munster Parks and Recreation as a result of the rental. This includes damage done by caterers, DJ services, bands, decorations, etc.

10. The renter assumes all risk, loss, damage or injury to persons or property. Munster Parks and Recreation is released from all claims for such loss, damage or injury sustained while using the Social Center.
11. Munster Parks and Recreation will provide a site supervisor during the rental. This individual will open and close the Social Center, and provide any needed assistance throughout the rental. **THE SITE SUPERVISOR IS NOT A CLEANING OR SET UP SERVICE.** Renters **must** assume the responsibility of setting up and cleaning the Social Center. The Site Supervisor will review the checklist of items to be completed before the renter leaves.
12. Munster Parks and Recreation may require the use of an approved Security Officer. The cost of the security will be the responsibility of the renter/organization on a per hour/per officer basis. The officer's fee is to be paid directly to the officer at the time of the rental.
13. The Social Center provides a television, refrigerator, stove/oven, coffee pot and a microwave oven for use by renters at no additional charge.
14. The Social Center does not provide table covers or tablecloths. Renters are responsible for providing their own table covers or tablecloths.
15. Renters must provide their own games and supplies for children.
16. Maximum capacity of the Social Center is **one hundred twenty-five (125)**.
17. The Social Center is a non-smoking facility. No smoking outside within fifteen (15) of entrance.
18. **Fog Machines are not allowed.**

### **Special Equipment and Insurance**

Renters may bring special equipment (i.e. moonwalks, climbing walls) if no potential damage to the Social Center can occur and the equipment is not a fire hazard. If you would like to bring in special equipment to the rental, you must first receive approval from the Munster Parks and Recreation Superintendent of Recreation. In addition, the renter must provide a special rider insurance certificate with a minimum limit of \$1,000,000, naming the Town of Munster as an additional insured. This certificate must be submitted to the Superintendent of Recreation prior to the rental date.

For more information, please call (219) 836-PARK.

**COMMUNITY PARK SOCIAL CENTER  
RENTAL CLEANING CHECKLIST**

Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Renter: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Please check the following when completed:

- Lock and secure windows and all doors (emergency and patio doors)
- Sweep and vacuum floors, mop floors (if necessary)
- Wipe off tables and counters (all rooms, kitchen and restrooms)
- Clean oven and stove (if used)
- Clean refrigerator (if used)
- Wash coffee pots (if used)
- Wash utensils and equipment used and return to original position (if used)
- Take down and dispose of all decorations (streamers, balloons, etc.)
- Take garbage to dumpster and replace liners (all rooms, kitchen and restrooms)
- Restock bathroom supplies (toilet paper, paper towels) if necessary

*I acknowledge that the rental group completed the aforementioned duties.*

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Site Supervisor

Deposit to be returned? Yes \_\_\_\_\_ No \_\_\_\_\_

**SITE SUPERVISOR COMMENTS:**

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## Security/Cleaning Deposit Forfeiture

### You will forfeit your deposit if:

1. You enter the Social Center prior to the scheduled time. This includes dropping off supplies, materials, and catering prior to the scheduled time. As a general rule, no renter is to enter the Social Center until the site supervisor arrives and secures the building.
2. The **site supervisor performs the majority or all of the cleaning.**
3. **Damage** is done to the Social Center.
4. You fail to adhere to the alcohol restriction policy.
5. The Social Center is **not properly cleaned** and returned to its pre-rental condition.
6. Police or parks department staff are called out to the rental due to unruly behavior of renters and their guests.
7. If there is evidence that **smoking** has occurred in the building. Renters are responsible for informing their guests that the Social Center is a non-smoking building.
8. The rental time exceeds the scheduled time.

## Room Dimensions and Table Sizes

Room Description	Room Size
Wood Laminate	27' x 24'
Wood Laminate	60' x 22'
Kitchen	20' x 12'

Table Description	Table Sizes	Table Quantities
Card Table	36" x 36"	18
Banquet Table	72" x 30"	2
Banquet Table	96" x 30"	3
Round Table	60" diameter	10-12

## Frequently Asked Questions

- 1. May I enter the building earlier than the time I have it rented?**  
*No. You are not permitted to enter the building until your scheduled start time. If you do enter the building early, you will automatically forfeit the cleaning/security deposit and be charged a minimum of one (1) hour additional time.*
- 2. May I set up the Social Center any way I want?**  
*As a general rule, the Social Center can be set up in any way that the renter would like, as long as it is returned to the way it was when the renter arrived. Decorations are allowed, as long as they do no damage, and are taken down at the end of the rental. DJ's and bands are allowed at rentals.*
- 3. Will all the tables and chairs be set up for my rental?**  
*The Community Park Social Center is a multi-use building with different kinds of setups depending on group use. Munster Parks and Recreation has tables and chairs to accommodate most rentals. Depending on the group size, and prior use of the building, all the tables and chairs may not be set up. We recommend allowing time to set up the tables and chairs to fit your individual needs. The site supervisor will assist you.*
- 4. Are alcoholic beverages or smoking allowed?**  
*Alcoholic beverages are allowed for individuals 21 years of age and older. Alcohol is allowed in the building. Alcohol is not allowed outside the building or in the park. **Smoking is not permitted in the Social Center.** Smoking is allowed on the patio or outside the building.*
- 5. Can I bring in my own food/catering?** Yes. There is a complete kitchen for set up of food/catering available for your use.
- 6. Can I add additional time to the rental after a reservation is made?**  
*Yes, but only if the time is available, and the site supervisor assigned to the rental is able to work the additional time. The Social Center curfew is 12:00 a.m.*
- 7. Am I responsible for cleaning the Social Center after the rental?**  
*Yes. The renter is responsible for cleaning the facility (sweep, mop, wipe tables, take out garbage) after use. Cleaning supplies and equipment are provided. The site supervisor will also assist and go through a cleaning checklist with the renter prior to leaving.*