

Town Hall Rental Policy

113 N 1st Street
West Branch, IA 52358
(Office) 319.643.5888

Please contact the City Office at 319.643.5888 or city@westbranchiowa.org for questions.

Terms and Conditions

Facility reservations are made on a first come, first serve basis. All Parks & Recreation programs take precedent. Online reservations are strongly encouraged. Reservations can be made at westbranchiowa.org.

Renters must be at least 21 years old.

Deposit: Renters are financially responsible for all costs relating to reserving, damage, cleaning charges and missing equipment.

Rental Fees: (Due upon reservation approval). Fees will be charged according to the fee schedule. Payments are to be made at the City Office, 110 N. Poplar St. West Branch or by calling the City Office at 319-643-5888.

Rental Changes: Any change in the time of rental, partial or total cancellation requires a 48-hour notice.

Room Setup: Arrangement of tables and chairs is the responsibility of the renter. Renter is responsible for room cleanliness after use. All tables and chairs must be taken down and placed in the respective storage area.

Kitchen Use: Available at no extra cost. Includes use of sink, stove, microwave and refrigerator. Does not include utensils, cups, or other equipment unless otherwise noted. Renter is responsible for cleanliness after use. Anything left in the refrigerator will be disposed of.

Decorations: Decorations may be placed throughout the facility but must not leave any permanent damage to walls, ceilings, wood, etc. Absolutely no nails, staples, tacks or adhesive that causes damage or leaves residue may be used to hang decorations. All decorations must be removed from the interior and exterior of the facility at the conclusion of each rental. Open flame candles other than fully-contained tea lights or votives are not permitted.

Alcohol/Smoking: Town Hall is a smoke-free facility. Alcohol in the form of beer, wine, hard seltzer, and hard cider is allowed at the facility if it is given away to those over 21 years of age. An alcohol fee of \$25 is added to the rental fee. A deposit of \$100 is also required and will be returned if no damage is found.

For-profit Facility Use

- Groups or individuals using Town Hall to generate revenue **will pay a higher rate.**
- Individuals or groups reserving Town Hall to conduct fundraising activities for a non-profit organization or political candidate will **pay two times the standard non-profit rate.**
- Businesses, for-profit organizations, or individuals conducting for-profit activities **will pay two times the established rental rate.**
- The fee may be waived or reduced by authorized City Staff if all net proceeds are donated to a non-profit organization or an established West Branch event or fund such as: organizations affiliated with the West Branch Community School District, Girl Scouts, Boy Scouts, Masonic Lodge, Lions Club, American Legion, Community Development Group, Farmer Market or Hoover Foundation.

Non-profit Groups Defined

For the purposes of determining rental fees, non-profit groups are defined as: Boy Scouts, Girl Scouts, American Legion, Masonic Lodge and West Branch Community Development Group.

Youth Non-Profit Facility Use

Town Hall may be used by youth non-profit organizations (youth non-profit as defined by City policies). Each group may have no more than two free reservations per month. Additional rentals may be made by the group at the non-profit rate. A \$25 deposit is required and will be refunded at the end of the fiscal year.

Other Rental Guidelines

- Tables and chairs cannot be removed from the facility.
- Turn off all lights and make sure ALL doors are locked and secured when leaving.
- Facility key(s) must be returned to the City Office immediately following your reservation. Keys may be placed in the after-hours drop box.
- Please report any damage to City staff immediately
- For on-site facility issues after hours or weekends, call 319-325-8213. During regular business hours, please call the City Office 319-643-5888.