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| **Rental Rates:** | |
| **Youth Groups** | |
| **0 -4 hours** | **$10** |
| **4 – 8 hours** | **$20** |
| **8+ hours** | **$30** |
| **Senior Groups & Classes** | |
| **0 – 4 hours** | **$10** |
| **4 – 8 hours** | **$20** |
| **8+ hours** | **$30** |
| **Non-profit Groups** | |
| **0 – 4 hours** | **$10** |
| **4 – 8 hours** | **$20** |
| **8+ hours** | **$30** |
| **Private Events:** |  |
| **0 – 4 hours** | **$75** |
| **4 – 8 hours** | **$125** |
| **8+ hours** | **$175** |
| **\*Damage Deposit for Private Events:**  *Damages will be repaired at $40/hr.* | **$150,** *refundable (If no alcohol at event)* |
| **$300,** *refundable* **(***If alcohol is served)* |
| **\*Cleaning Fee:** | **$100,** *refundable Prearranged cleaning is for 4 hours of cleaning. Add’l hours are $20/hr.* |
| **\*\*Out of Town User Rate:** | *Private event rate, plus refundable cleaning and damage deposits* |

**Renting Instructions:**

* Reservations are made on a first-come, first-serve basis and are made at City Hall.

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| Monday – Friday 10:00 A.M. to 3:00 P.M. | |
| Address:  419 North Washington St.  Tekoa, WA 99033 | Phone: (509) 284 – 3861 |
| Fax: (509) 284 – 3590 |
| Email: tekoaclerk@gmail.com |

**City Hall Contact Information**

* **Hours:** The Community Center is available between 6:00 a.m. and 11:00 p.m. Serving of alcohol, when applicable, must cease at 10:00 p.m. or one hour before the event ends.
* **Guidelines:** Please see attached sheet for rental guidelines. The renter must review these rules before making a reservation.
* **Rental fees** are due at the time of reservation. If rental guidelines are followed, the damage deposit will be refunded the renter within 30 days of their event. The renter may pay the cleaning fee to have city staff clean the building. The cleaning fee must be paid in advance by check.
* **Reservations** must be made a minimum of 72 hours in advance of any event. Hours for rental are 6am – 11 pm. If another day is needed for set up, rent will apply for an additional day ($75). Renters may reserve the building an additional day for clean-up ($75) or pay to have the city staff clean the building for them ($100). Payment must be made in advance. Wedding dates may hold a reservation six months in advance, but the reservation MUST be held with a check.
* **Keys:** The renter may pick up the key at City Hall during regular business hours. Keys are to be deposited at City Hall (using their drop box if after hours) immediately after the event.
* The renter will pay a $150 fine for losing the key, and must report the loss immediately to the City. Entry to the facility at non-rental times is unauthorized and is subject to action by the Code Enforcement Officer.

**Please Note:**

* Seniors may rent for senior organizations but if a senior rents the facility for a private event, they will pay the Private Event rate.
* Youth groups, senior organizations, and non-profit groups do not need to pay a damage deposit. However, actual damages will be billed for after repairs are completed. Also, if rental rules are not followed, the renter may not be allowed to rent the Community Center at discounted rates.