



**Community Center Rental Information and Rental Procedures  
Updated April 24, 2025**

After a rental date is reserved and not less than 30 days before the date in question arrives, the renter must submit payment and deposit for the Community Center. Only a paid Reservation Fee reserves the building for any date.

By the business day before the rental (if Friday, before noon), the renter must stop by the City Offices to obtain the key to gain access through the kitchen.

The building heating and cooling is controlled by a dial located on the east side of the building near the main doors (to the left of the front door looking at the stage). The dial is for one hour. Be advised that the cooling unit is rated at 70%. This means that the building will not get cold but it will help bring the temperature down to a more comfortable level on hot days.

After a rental event occurs, it is the obligation of the renter to lock up the Community Center and drop the key and checklist off at the City Offices. If our office is closed, please use the drop box located to the left of the front doors of the office. Replacement of any lost key will be taken out of the deposit. 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 doors at the northwest and southwest end of the building are secured and that all windows are closed and locked.

After the Check-Off List and key 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 void and shred the deposit check if made by check. Deposits made with cash will need to be picked up at our office during normal business hours by the renter.

**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, I understand and will follow procedures.

Printed Name

 **Signature** \_\_\_\_\_  **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Rental Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Checklist Returned: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Deposit Refunded/Returned: \_\_\_\_ / \_\_\_\_ / \_\_\_\_