



CVIC HALL POLICIES & PROCEDURES

The CVIC Hall is the most heavily used historic building in Douglas County. In its infancy and during its youth, the Hall served as a movie theater, a gymnasium, a live theater, a church and a center of Carson Valley social life. Through the careful and diligent efforts of the residents of the Town of Minden over the past century, the CVIC Hall has not only survived but also matured.

We desire to keep respecting and improving this wonderful historic building. That is why we ask that you carefully review and meticulously follow these policies and procedures. Please enjoy the CVIC Hall.

The CVIC Hall is a facility which includes a stage, kitchen, large open area, restrooms and two meeting rooms in the old building. Rental includes a podium, bar-counter and coat racks. It also includes 300 chairs, 15 six-foot round tables and 20 eight-foot rectangular tables. There is a conference-ready sound and theatre system with internet connection available upon request. Various organizations and individuals utilize the CVIC Hall for everything from weddings to exercise classes.

The CVIC Hall is available year-round for all types of public and private functions. The main floor is 3,300 square feet. The auditorium has a capacity of 290 persons for meetings, dances, seminars, parties and other functions. 190 is the maximum capacity for dining. Upstairs meeting room capacity is about 40 persons. Disabled access is available into both lower and upper floors.

- The applicant/responsible party must be at least 21 years of age.
- Groups or individuals using the Hall must sign the application and use permit agreement and agree to be bound by its terms.
- Proof of liability insurance naming the Town of Minden as additional insured is required. Douglas County residents must provide proof of \$1,000,000 liability insurance. Non Douglas County residents must provide proof of \$2,000,000 liability insurance.
- Professional bonded Security may also be required at the discretion of the Town.
- The sale of alcohol is prohibited in facility unless applicant making such request has obtained all necessary permits, including a temporary **Liquor License** from the Douglas Co. Sheriff's Office and an Outdoor Festival Permit, if required.
- The Minden Town Board does not allow tables and chairs to be removed from the building for separate rental.
- Renters are obligated to follow Nevada State Health Department rules for any food preparation and service at their gathering. **(See FOOD SAFETY GUIDE.pdf and Nevada Temporary Food Establishment Permit Application.pdf – Attachments B & C)**
- No permanent storage of equipment, etc. will be allowed without specific consent by the Town Board.

RENTAL RATES

GENERAL: \$65.00 per hour (including time used for set up and clean up). No fees will be waived or reduced. Rent is charged until Town staff has been notified that renter is ready to vacate the building.

WEDDING PACKAGE RATE: \$1,000 flat rate for a two-day rental. Rental includes use of the CVIC Hall for two consecutive days and use of the gazebo in Minden Park for one day. The gazebo in Minden Park may also be used for rehearsal on the first night if available. Use of the CVIC Hall includes the kitchen and the upstairs meeting room.

DAY RATE: Use from 6:00 a.m. to 1:00 p.m. Monday through Thursday is considered day use and is charged at \$30.00 per hour.

Kitchen Use - Must be left cleaned or charge will incur.

Conference Room - \$50.00 surcharge when used during rental of main hall; \$25.00 per hour if rented separately.

Upstairs Meeting Room - \$50.00 surcharge when used during rental of main hall; \$25.00 per hour if rented separately.

RESERVATIONS

The CVIC Hall is available for rent on a first come, first serve basis. Groups or individuals using the building must sign the CVIC Hall application and agree to be bound by its terms.

For private events: A deposit of \$400.00 is required when the sponsor of the event resides in Minden, Nevada. A deposit of \$1,000.00 is required when the sponsor of the event resides outside of Minden but within Douglas County, Nevada. Sponsors outside of Douglas County are required to put down a deposit in the amount of \$3,000.00.

NOTE: DEPOSIT AMOUNTS DOUBLE WHEN ALCOHOL IS SERVED.

For all other events: The deposit amount is \$400.00 for Douglas County organizations and \$1,000.00 for organizations based outside of Douglas County.

If the application and deposit are received less than seven days from the scheduled date of the event, the deposit must be in the form of cash or money order. The Town will not guarantee a reservation until both the deposit and application are on file in the Town office. Checks should be made payable to the Town of Minden. No out-of-state checks will be accepted for deposits. Proof of insurance must also be submitted at least seven days in advance of the event.

Additional deposit may be required at the discretion of the Town when the proposed use is likely to cause extraordinary post-activity cleanup efforts.

The CVIC Hall may be rented for non-use; however, all rental fees will apply. "Non use" means renting the hall to keep other potentially competing or diverting activities from occurring on the same day as a planned event. For example, to keep parking space available during a street fair, merchants may choose to rent the hall for non-use.

DEPOSITS, PAYMENTS AND CANCELLATIONS:

The following policy will be in effect regarding all facilities available for reservation:

Cancellations:

- A minimum cancellation fee of \$50.00 may be assessed for cancellation of any event.
- In the event an individual or a the group fails to appear for the scheduled use or cancels with less than 48 hours notice to the town's administrative office, no refund may be issued by the Town.
- In the event of Acts of God (i.e. natural disasters, heavy storms, etc.) and cancellation occurs, fees will be waived or returned.

Payments:

- 100% of all rental fees must be received at least 10 working days prior to event. Purchase orders will also be accepted from local governing agencies. No out- of- state checks will be accepted as payment. **FINAL CHARGES WILL BE DETERMINED AFTER THE EVENT.** Any charges over the estimate shown on the application will be billed to the applicant and due within 30 days. If the estimate shown on the application is lower than the actual charges, a refund will be issued.
- Deposits shall be returned to the applicant/permittee, pending an inspection of the reserved facility, subject to any and all claims for cleaning, repair, or other administrative fees.

PLEASE ALLOW 30 DAYS FOR RETURN OF DEPOSIT.

Long-Term Tenants:

Groups will be allowed to rent the CVIC Hall on a regular basis. Anyone renting Hall on a permanent basis may be required to enter into a one- year lease agreement. At the discretion of the Town and with reasonable advance notice to the long-term tenant, the long-term tenant's normal scheduled time may be adjusted by the Town to a different time. Generally, such disruption would occur only when the Town or Douglas County experiences an extraordinary need or has a special event that supersedes most normal activities.

USE OF BUILDING

Hours of Use:

- There is no time limit on Hall rental for public events. The only consideration is the next booking of the Hall for rental. Curfew and the need to curtail noise after 10:00 p.m. must be kept in mind.
- Private events involving alcohol consumption must vacate the premises by midnight. This timing must be considered when planning the event. The building will be locked promptly at midnight and any cleaning needed will be done by Town employees and charged to the renter at Town rates noted under the cleaning policy.
- Your rental time begins when the hall is open. There is a charge of \$50.00 for each call back to an employee of the Town to open or close the Hall after regular Town business hours and holidays and weekends, apart from the initial opening and final closing of the Hall. Renters with a wedding package are allowed two callbacks before the \$50.00 callback charge applies.
- The phone number to call when the use of the hall has ended is given at time of rental. This number is also posted by the kitchen telephone. Renter is responsible for the security of the building from beginning of rental until the building is locked up. Additional charges will be incurred if renter leaves building before employee arrives to lock up.
- After the Town employee arrives to lock the building, there will be no further opportunity for cleaning. Building will be inspected AFTER the renters have vacated the building. Town employee is instructed to carry a cell phone with him for both the opening and closings in case of any emergency.

Set Up:

When setting up, PLEASE take care not to drag tables, chairs, risers, etc. across the floors (both stage and main hall floor).

Cleaning:

The renter is given instructions for hall use and cleaning at the beginning of rental time, and a cleaning instruction list is posted on the bulletin board by the kitchen. **See Attachment A.** Groups will be required to return the Hall to the condition in which it was found. If the Hall needs any cleaning after the closing time it will be done by the Town of Minden employees, and renters will be charged accordingly. Gum on walls and/or floors will result in forfeiture of deposit. If a barbeque is used in the parking lot, grease pans or similar protection must be set in place to keep asphalt clean.

Cleaning rates: **\$50.00 Minimum charge** **\$75.00 per hour**

Decorations:

Decorations that require nails eyebolts, or staples may not be used. Tape should not be used on the walls, as it tends to pull the finish off; a damage fee may be assessed to the renter if this happens. Birdseed use is limited to outside the building. Glitter and confetti are extremely difficult to clean up; use of these materials should be avoided if possible. Crepe streamers will stain the floor when wet; they should not be used. If tape is used on the floor, it must be painter tape that will not pull off the finish. Do not affix anything to the light fixtures. All decorations must be removed in their entirety when the event is over.

GENERAL USE POLICY

Please read each paragraph carefully.

- Pursuant to Douglas County Code, **SMOKING IS PROHIBITED IN THE BUILDING.**
- Reasonable safety precautions must be observed. No open flame of any kind including lighted candles will be allowed. No smoke machines are allowed; they set off the smoke alarms and cause the fire department to respond. No electric panel should be tampered with or bypassed.
- Renter is responsible for safe and proper use of kitchen appliances. Fan and supply air must be turned on during operation of kitchen range. No propane stoves, camp stoves or other open flame apparatus will be allowed for use inside of the building.
- The Town of Minden will not be held responsible for lost, stolen or damaged property. The Town will also not be responsible for injuries or damage sustained by persons using the facility.
- A public telephone is available in kitchen. Long distance phone calls can be made if charged to a third party or made as collect calls.
- Minor children must be supervised at all times.
- **NOTICE:** Any unlawful activity, including but not limited to serving or providing alcoholic beverages to minors, will result in the **immediate** termination of the Hall rental without refund of deposit. Town employees are instructed to call law enforcement officers to respond to any unlawful or disruptive activity.
- No modifications/changes will be made to any equipment or property of the Town of Minden at the facility during rental.
- Renters agree to indemnify and hold harmless the Town of Minden from any liability arising from the use of the facility.
- Renters agree to accept all responsibility for anyone they have subcontracted for work, i.e. caterers, cleaning services, disc jockeys, etc.
- Renter assumes responsibility for all accessible areas of the building during rental and will be charged for any damage caused to any area of building during rental. Activities must be conducted in a manner that avoids damage to the building and furnishings. If damage occurs, the user will be billed for the actual costs of response, labor, and materials damages.
- Fire protection system: Any tampering with the fire protection system may result in a \$500.00 fine and/or jail time in accordance with fire department regulations. Renter will also be responsible for actual cost of Town staff time or other verifiable town expenses incurred in addressing and responding to any false alarm.
 - ❖ **Ansel Fire System:** If the Ansel Fire System in the kitchen is activated for any reason, renter is responsible for the \$500 fee for system recharge. The pull down door in the kitchen is also a fire door; it must not be tampered with because it is attached to an electronic system, which activates automatically in case of fire.
 - ❖ A pre alarm system has been installed on selected fire alarms to alert renters that someone has either tampered with or attempted to activate the regular fire alarm system. No such pre-warning is available on the Ansel (chemical) system whose activation handle is located in the kitchen adjacent to the door, which exits to the parking lot and Minden Park.
- The renter is responsible for actual cost of town staff time and other verifiable town and fire department expenses incurred in addressing and responding to any alarms involving any part of the fire system.
- The CVIC Hall parking lot is available for the use of the renter. We ask that special consideration be given to the needs of the upstairs business tenants and that the parking places designated for those businesses be observed.
- Any renter aggrieved by any decision of a member of the Town Board or an employee of the Town during or relating to an event for which a rental fee has been paid to the Town may take such grievance to the Town Board at its next regular meeting upon proper notice.

CVIC CLEANING INSTRUCTIONS

1. Remove all trash from the building and deposit in the dumpsters outside the building. Replace plastic trash liners in all cans. Extra trash liners are provided and are located in cleaning supplies room.
2. Floor Cleaning:
 - a. Main floor: dust-mop the floor, but only when it is dry. Wet-mop the floor as instructed, using the automatic Stride cleaner at the mop sink in the supply room.
 - b. Bathroom and Kitchen floors: Use the automatic-dispensing Stride cleaner which is located at the mop sink in the supply room.

**** Dump the mop bucket water in the mop receptacle sink only****

Gum should be removed from floors and walls per caretaker's instructions. Any gum on the walls of floors will result in forfeiture of deposit.

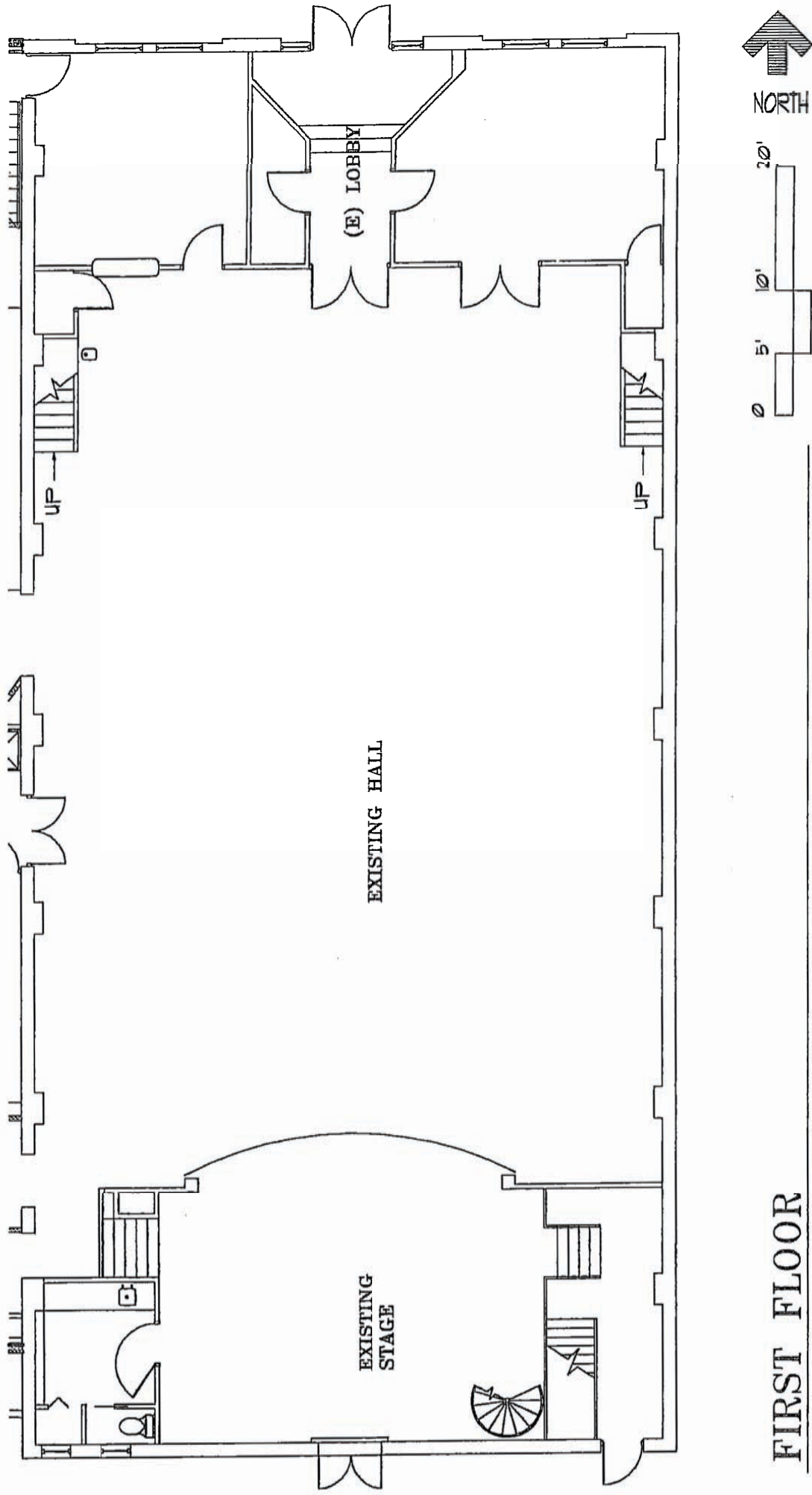
3. All tables and chairs are to be wiped down and placed on storage carts and placed in the storage room. Stack tables on the table carts, distributing evenly. Tables should be stacked in such a way as to avoid scratches—either with the top sides together or with the table tops facing down. Chairs should be returned to the rack and hung correctly on the rungs. Please follow the diagrams as far as proper placement of carts in the storage area.
4. Carpeted areas are to be vacuumed; if the carpets are stained the Town will clean them and charge accordingly.
5. Wipe down the kitchen range, including ovens and the drip pans under the burners.
6. Remove all food that was brought into the building. Wipe down all counters and the inside of the refrigerator. Do not discard leftover ice in the street or near the entrances to the hall; place in the dumpsters along with the trash.
7. Restrooms are to be swept and mopped; sink and toilet fixtures are to be cleaned. All trash needs to be removed.
8. Remove all decorations from the building. Glitter is extremely difficult to clean up and must be completely removed. Crepe paper and/or streamers will stain the floor when wet and should be avoided. Do not leave any strings, tack, tape, etc. Do not put tacks or tape onto any painted surface. If any balloons are caught in the fans, there will be a charge for removal by the Town.
9. Remove all trash from parking lot, front of the hall, and the street, including cigarette butts. Place the trash in the dumpsters provided. If a barbeque is used in the parking lot, the renter assumes responsibility for damage to the parking lot asphalt.

It is the responsibility of the renter to return the building in the same condition it was received in. Any cleaning and/or damage charges will be added to the rental bill.

Any tampering with the fire protection system may result in a \$500.00 fine and/or jail time in accordance with fire department regulations.

We greatly appreciate your cooperation on preserving our beautiful CVIC hall for future renters and other local events.

Minden CVIC Hall – Floorplan



FIRST FLOOR