

**MOUND VALLEY COMMUNITY CENTER  
505 HICKORY, MOUND VALLEY, KS 67354**

Updated

**RULES AND REGULATIONS**

The city clerk may be contacted at the city office at 620-328-3411 or cell at 620-313-0390 or at the city office 8:30 am to 4 pm, weekdays for making reservations. The key will be given to the responsible party when the check-in list is done.

- No tobacco, drugs or alcohol is permitted inside the community center. You may smoke outside. Please use the receptacle for your waste.
- **NO AUCTIONS OR RUMMAGE SALES WILL BE ALLOWED TO BE CONDUCTED IN THE COMMUNITY CENTER.**
- **SKATEBOARDING, ROLLER BLADING BASKETBALL OR ANY OTHER ACTIVITY THAT MIGHT HARM THE FLOORS OR BUILDING IS NOT ALLOWED.**
- **Building rent is \$50.00 per day. The rent per day for weddings or a wedding reception is \$100. A deposit will be collected as specified.**
- **A refundable deposit of \$50.00 will be collected along with the regular charge when the reservation is made. The deposit will be refunded ONLY if the utilities have been turned off and center is left clean.**
- **A fee of \$20 will be charged for use of the PA System. This is not refundable. System must be set up and taken down by someone specified by the city. Any damage done to the PA System will be the responsibility of the renter.**
- If you or your organization would like to bring your own toilet paper, paper towels or trash bags, please feel free to do so. It will help cut down on operational expenses.
- Unnecessary setting off, tampering with or misconduct of the fire extinguishers will result in a \$50.00 charge plus expenses to repair any equipment.
- A key not returned will result in the keeping of the deposit even if the center has been cleaned and will be used for rekeying the premises and new keys.
- Individuals renting the building must be 18 years of age or older. Minors must be accompanied by adults at all times.
- The building must be locked whenever the renter leaves the premises. If the building is left unattended or unlocked, the renter will lose his deposit and accepts full liability for any damages that may occur.
- PLEASE do not use any staples or nails in the walls. If it is discovered these items have been used, the cleaning/damage deposit will not be refunded to be used for any repairs in fixing such problems.
- The forfeit of the cleaning/damage deposit does not absolve the renter of any additional charges assessed by the City for damage or cleaning expenses beyond the cost of the deposit.
- Reservations will be booked on a first come first served basis. ***Rental fee and deposit must be paid a minimum of one week in advance to hold the reservation.***
- The City of Mound Valley reserves the right to cancel any event found detrimental to the health, safety, and/or welfare of the citizens or integrity of the facilities; or for any other reason the City deems necessary.
- **Should the renter decide not to use the Center after reserving it, no rent or deposit will be refunded.**
- The City of Mound Valley is not responsible for any accidents, injury, illness or loss resulting from items applicants bring to the facility or grounds, and will not be held responsible for any items that may be lost, stolen or damaged.
- The Flagpole Festival Committee, Mound Valley Little League Sports, Mound Valley 4-H Club, Fire Department, Mound Valley Historical Society, and Library may use the building at no rental charge, ***but are still responsible for the cleaning and care of the facility as stated in the rules or a fee may be assessed.*** Other non-profit community organizations may be eligible at the City's discretion.