

**Aurora Community Center
User's Guidelines 4/2012**

GENERAL INFORMATION

Application for Use/Hold Harmless Agreement must be filled out prior to use.

Those seeking the use of intoxicating beverages are required to contact the City Clerk's Office at least four (4) weeks in advance to allow for timely correspondence with Liquor Control.

A Certificate of Insurance will be required to verify homeowner's insurance coverage for liability purposes if alcohol is served at invitation-only events.

Key may be picked up at the City Clerk's Office the day before the event. Security Deposit and Rental Fee are due at this time: 2 checks, payable to the City of Aurora.

No smoking is allowed in the building.

Heating and cooling are regulated by preprogrammed thermostats.

Set up of tables and chairs is the responsibility of the user.

Tack strips are provided for hanging decorations (streamers, backdrops, etc.). Masking tape may be used to secure decorations to walls. Do not use scotch tape, tacks or staples.

Refer to the phone contact list posted near the telephone in Main Hall A if building emergency arises.

First Aid Kit is located in the kitchen next to the refrigerator.

Right-to-Know Compliance Center, containing Material Safety Data Sheets, is located in Mech Room A.

Tables, chairs and other equipment owned by the City and used at the Community Center are not to be removed from the Community Center.

No parking is allowed on the Centennial Memorial Patio to the east and south of the Community Center.

Return keys to the City Clerk's Office by noon the following business day, or place them in the Aurora Public Library Book Return.

Your deposit will be returned upon favorable inspection by the Community Center Coordinator and return of the key.

CLEAN UP CHECKLIST

Tables and chairs are to be cleared off and wiped down. City Staff will put tables and chairs away.

Sweep area(s) used. Mopping will be done by City Staff.

Kitchen surfaces are to be wiped down. Dishes, coffee pots, etc. are to be returned to their original location.

If used, Community Center owned dishes must be washed in the dishwasher. Directions for use are posted in the dishwasher area.

Trash receptacles are to be emptied and bagged garbage disposed of. Replacement bags are stored in kitchen storage room. Garbage dumpster is located behind the building.

Do a final walk through: windows closed, lights and stove/oven off, doors locked.

Failure to comply with these guidelines will result in loss of security deposit and forfeiture of future use privileges.

City Clerk's Office 218-229-2614 * Office Hours 8 a.m. - 5 p.m. * Monday - Friday excluding holidays

Community Center Coordinator * Kim Zinski * 229-3548 (home)

Director of Public Works Director * Wayne Thuringer * 780-7824 (cell)

AURORA COMMUNITY CENTER

The following items are available at the Community Center for use during your event.

Item	Quantity	Location
30 x 96 tables	27	Lobby storage room
60 in round tables	10	Main Hall C storage closet
Folding chairs	200	Main Hall B storage closet Lobby storage room
"Sandwich" style advertising board	1	Main Hall C storage closet
Ladder	1	Main Hall C storage closet
Step stool	1	Main Hall C storage closet
Lectern	1	by arrangement with Coordinator
Microphone	1	by arrangement with Coordinator
Kitchen		
Table service (dinner plates, salad plates, bowls, coffee mugs)	200	Storage room
Flatware (teaspoons, soup spoons, forks, knives)	200	Storage room
Coffee Servers	16	Storage room
Pitchers	10	Storage room
Pots and pans		
Serving bowls and platters		
Serving carts	2	
100 cup coffee pot	1	
30 cup coffee pot	2	
Punch bowl	1	

