



KOSSUTH COUNTY ECONOMIC DEVELOPMENT CORPORATION

COMMUNITY ROOMS

TOWN: **Burt**

CONTACT PERSON/PHONE NUMBER: **Vickie Madsen (City Hall) 515-924-3618**

AVAILABLE COMMUNITY ROOMS: **Burt Community Center**

CAPACITY: **Full facility: 200-225; kitchen end only: 75-80 (w/tables)**

COST TO RENT FACILITY: **See attachment**

HANDICAP ACCESSIBLE: **YES**

AIR CONDITIONED: **YES**

SOUND SYSTEM AVAILABLE: **YES**

HOW MUCH PARKING SPACE IS AVAILABLE: **Nice blacktopped parking lot plus
Large parking area across the
street.**

CATERERS:

 MUST USE ON SITE CATERER
 X OUTSIDE CATERERS WELCOME
PLEASE LIST AREA CATERERS IF ANY:
**Vickie's Country Catering; Hy Vee, Algona;
Hofbauer Catering, Titonka; Titonka Food Center, Titonka**

BAR INFORMATION:

 AVAILABLE ON SITE
 X RENTERS RESPONSIBILITY
 NOT PERMITTED

ADDITIONAL INFORMATION:

BURT COMMUNITY CENTER
403 1st St.

Effective August 4, 2008

<u>Rent & Deposit Fees</u>	<u>Without Kitchen</u>	<u>With Kitchen</u>	<u>Deposit*</u>
Entire Facility – up to 4 hours	25.00	40.00	-
East or West End - over 4 hours	35.00		35.00
West End - over 4 hours		45.00	45.00
Entire Facility - over 4 hours		65.00	65.00
Dances, Heavy Use, Entire Facility		125.00	125.00

* Deposit will be returned if no damage occurs.

The center will be inspected prior to and following each use. (Special rates may be granted by the Council.)

R U L E S

1. Sweep and wet-mop floors after each use. Mop and bucket are located in storage room east of kitchen. Remove excess water from floors. Do not use abrasives to remove heel marks.
2. Clean bathrooms and leave doors open to prevent freezing.
3. Carry tables and chairs, do not drag them across floors. Put tables and chairs back in the storage racks if there is room for them, cleaning them before doing so.
4. Clean kitchen counters, cupboards, appliances and floor. Items left in the refrigerator will be disposed of. Return all utensils and dishes to their proper places. Take soiled towels to clean and return them to City Hall.
5. Make sure the kitchen range oven and burners are turned off.
6. Empty garbage can contents into outdoor dumpster and replace liners with those provided in kitchen drawer.
7. Shake out door mats.
8. Turn furnace controls to 45 degrees when leaving. Turn air conditioning controls off when leaving.
9. Upon leaving, lock doors and windows, turn off lights and fans, close door between the west and east ends.
10. Report any damages or needed repairs to City Clerk.
11. Return key(s) to City Clerk.

Above all, it is hoped the Community Center building is respected and treated like your own home. We hope you have enjoyed the use of this fine facility and invite you to use it again for future events.

-The Community of Burt