

# **Povah Community Center**

**Facility Rental Information**  
**West Yellowstone, MT 59758**  
Phone: 406-646-7715  
Fax: 406-646- 7511

## **OPERATIONAL POLICIES**

The Town of West Yellowstone shall have preference on use of all Community Center facilities. The Town reserves the right to refuse the use of the building to any person or organization the Town has reason to believe may cause damage to the Community Center or the Town of West Yellowstone. The City reserves the right to cancel or deny use with or without notice and to limit the frequency of the building use by an organization, under any circumstances.

## **TOURS**

If members of your group would like to schedule a tour of the facility, please contact the Recreation Coordinator at the Community Center for a guided tour.

## **GENERAL REQUIREMENTS**

Please read all of the information supplied in this packet. Then fill out the rental application and return it to the Town of West Yellowstone. P.O. Box 1570, West Yellowstone, MT 59758. When you receive your rental agreement by return mail, please check it thoroughly and comply with all the requirements by the dates specified. Failure to comply could result in the cancellation of reservations or refusal of entry to the Community Center.

## **CATERING EVENT LICENSES/SPECIAL EVENT LICENSES**

Any event open to the public serving food must have a "Temporary Event License" prior to the scheduled event. Temporary Event License can be obtained through the Gallatin County Health Department at 406-582-3120. Any event collecting monies must obtain a "Special Event" license from the town offices at 406-646-7795.

## **RENTAL BOOKINGS**

50% of the total rental fee is required to reserve a room at the Community Center. The balance of the rental fee must be paid thirty (30) days prior to your event. 50% of the total rental fee is non-refundable upon cancellation without thirty (30) days notice of cancellation.

## **SECURITY DEPOSIT:**

All renters are required to issue a security deposit. After your event, if there is no damage to the facility or excessive cleanup needed, your deposit will be returned. If there is damage to the facility or additional cleanup is required, the costs will be deducted from the security deposit. All renters must sign a check out agreement before obtaining their deposit. Please see facility checklist sheet on the last page for charges.

## **PAYMENTS**

Please make checks payable to: **Town of West Yellowstone**. Please mail checks (for security deposit, rent, and other fees), insurance forms and catering event licenses to:

Town of West Yellowstone  
ATTN: Povah Community Center  
P.O. Box 1570  
West Yellowstone, MT 59758

## **APPLICANTS REQUIREMENTS:**

Applicants must provide a copy of a valid identification with the application.  Applicants must be 21 years of age or older to rent the facility and accept responsibility for their guests.  Rental groups must only use that part of the building which they have reserved. Use of the other rooms in the facility will not be permitted.

Applicants must guarantee the following:

- Orderly behavior, no excessive noise or profanity.
- Responsiveness to the directives of Town staff, which includes clearing of the building.
- The program is of suitable nature for presentation in a public building.
- That the activity is lawful and is in conformity with city, state, and federal laws and regulations.
- Use of microphones or amplification equipment must have specific approval from the Town.

## **SETUP & TAKE DOWN:**

Setup and takedown may take place only on the **day and time** of the rental contract. You may not gain access to the building prior to your rental time for set-up.

## **EQUIPMENT AVAILABLE**

Tables, Chairs

## **CLEAN UP**

Clean up shall be performed by the renters before they leave the facility. Normal Clean up includes:

- Removal of all materials brought in, including decorations
- Proper clean up of kitchen area, if utilized. Follow attached kitchen checklist.
- Removal of all garbage.
- **Removal of all supplies and equipment brought into the building.** Please notify your rental company or caterer that their items must be removed from the facility the night of your facility rental.

## **LATE CHARGES**

All groups reserving the facility must remove all material no later than **12:00pm**. If your party has not vacated the building by **12:00pm**, the following late charges will be assessed and be deducted from your security deposit

- 1 hour = \$ 100
- 2.5 hours = \$ 250

Anything beyond this point will result in loss of your entire security deposit.

## **FIREPLACE**

The fireplace is available for use at your discretion.

## **DECORATIONS**

- No confetti will be allowed.
- There are no ladders on site for your use.

- All candles must be placed in hurricane globes. Long tapered candles are not allowed.
- No decorations are to be taped, stapled, or otherwise attached to the walls, ceiling, doors or windows.
- All decorations are limited to TABLE decorations.

### **ALCOHOL POLICY**

No one under 21 years of age may consume alcohol on the premises. Alcoholic beverages may not be sold by a group unless they have hired a bartender from a private company or caterer, with a valid liquor license, to serve alcohol during the engagement. This must be done at the renter's expense.

### **NO SMOKING POLICY**

The Povah Community Center is a **NON SMOKING** Facility. Any violations may cause forfeiture of your rental security deposit.

### **INJURY/LOST ARTICLES**

The Town of West Yellowstone assumes no responsibility for accidents, injuries, and lost or damaged articles of a rental group.

### **FIRE REGULATIONS**

All groups must observe the following fire regulations:

- Use of open flames is prohibited. Candles in hurricane globes are acceptable.
- Electrical extension and decorations must be flameproof.
- Exits, corridors, and hallways must be free of obstructions at all times.
- No congregating near or around fire exits.
- Maximum capacity numbers in rooms must be observed.

If the fire alarm sounds, vacate the building **IMMEDIATELY!** DO NOT attempt to locate the cause for the alarm. Emergency units will be on the scene in minutes to deal professionally with the situation.

### **EMERGENCY CONTACTS**

In the event your party notices anything out of the ordinary (i.e. gas leak, water leaks, etc.), please notify the dispatcher at 646-7600. He/she can reach appropriate town staff to handle the problem. For all other emergencies call **911**.

### **ADDITIONAL INFORMATION**

Gambling in the facility is not permitted without written consent from the Department of Justice Gambling Control Division or a Gambling Operator License. Please refer to Montana State Code 23-5-405 and 23.16.2101 for rules regarding gambling. <http://www.gambling-law-us.com/State-Laws/Montana/>

### **KEYS**

Keys to the Community Center may be obtained from either the dispatcher(s) at the West Yellowstone Police Department (WYPD), 646-7600 or at the Community Center during office hours 8-5, M-F. The WYPD office is located at 124 Yellowstone. You will be required to sign out the keys upon your arrival and sign in the keys when your event is completed. Loss of the keys will result in a \$350.00 re-key fee that will be deducted from your security deposit.

## **LOCAL RESOURCES**

**West Yellowstone Chamber of Commerce**

**(406) 646-7701**

### **Cleaning:**

Renters are responsible for cleaning the premises after use. You may clean the premises yourself, contract with a private party to clean the premises for you, or contract with the Town of West Yellowstone through the Job & Social Services Office (406-646-7311) to clean the premises at a rate of \$75 per hour.

### **Catering:**

Julie Steinbach -- High Altitude Catering LLC.

**(406) 570-7134**

Laurie @ Uncle Laurie's

**(406) 539-2395**

Holiday Inn – Jennifer

**(406)646-7365 Ext 189**

MCBAR – full bar catering

**(406) 646-7621**

### **Garbage Collection:**

BFI Waste Service

**(406) 646-7766**

### **Rental Business:**

Historic Center (350 Settings) Dinner ware

**(406) 646-9377**

Yellowstone Rental & Sports

**(406) 646-7365 Ext 189**

Holiday Inn (podiums/stages)

**Povah Community Center  
Rental Application**

**Please complete and return to:  
Povah Community Center  
Town of West Yellowstone  
P.O. Box 1570  
West Yellowstone, MT 59758**

This is an application to rent the Povah Community Center in West Yellowstone, Montana. The Town of West Yellowstone makes this facility available to the public at very nominal rates in order to encourage the use and enjoyment of this facility by everyone. The rental rates only help to defer the cost of upkeep, maintenance, and insurance on this beautiful building, so the building is rented in an "as is" condition with no services, other than the initial cleaning, expressed or implied. Please carefully read all of the enclosed information before you fill out this application.

Name of the organization or business you represent, if applicable: \_\_\_\_\_

Individual or entity sponsoring this event: \_\_\_\_\_

Individual or entity assuming financial responsibility (if different from above):  
\_\_\_\_\_

Mailing Address \_\_\_\_\_

Street/P.O. box \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Office \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Nature of event: (i.e. convention, banquet, reception, seminar, wedding, etc.)  
\_\_\_\_\_

The Community Center is rented on an hourly or daily basis. When will you begin to set up for the event?  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

When will the Community Center be cleared, cleaned, and ready for occupancy by another client?  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

When is the function actually scheduled to start? Date: \_\_\_\_\_ Time: \_\_\_\_\_

When is the function scheduled to end? Date: \_\_\_\_\_ Time: \_\_\_\_\_

Approximately how many will attend? \_\_\_\_\_

I have read and understand the Povah community center rental policy and fees. I accept and understand the responsibilities and duties required to use the facility.

\_\_\_\_\_

Signature

Date

# POVAH COMMUNITY CENTER RENTAL RATE SCHEDULE

## FACILITY OVERVIEW

**Dining Room** (1300sq. ft., seats 90, holds 260 for receptions)

**Conference Room** (224 sq. ft., seats 15)

**Kitchen** (**NOT AVAILABLE ON WEDNESDAYS OR FRIDAYS DURING SENIOR LUNCH**)

## COMMUNITY USE

The Town would like to encourage the use of the Povah Community Center by the citizens of West Yellowstone. Community based groups that are conducting meetings or holding events at which NO fundraising takes place and which are generally open to the public will be allowed to use the Community Center free of charge. Community based groups include but are not limited to: School District 69, the Senior Citizens, the Boy Scouts, the Cub Scouts, the Girl Scouts, the Brownies, the United Women, the West Yellowstone Foundation, the West Yellowstone Ski Education Foundation, the Yellowstone Historic Center, the Hebgen Basin Fire Department, Big Brothers/Big Sisters, the West Yellowstone Chamber of Commerce, the Rendezvous Race, West Yellowstone Search and Rescue and all town advisory boards. For clarification as to whether your group qualifies to use the Povah Center free of charge, contact the Recreation Director at 406-646-7715.

## TIER 1 RATE SCHEDULE – COMMERCIAL EVENTS

Commercial events are defined as events in which the renting entity intends to make a profit through the sale of goods or services or charges an admission fee to the attendees. This does not include charitable events in which the proceeds, after expenses, go entirely to support a charitable cause.

### **Dining Room and Kitchen**

**Monday-Sunday (Exception: Wednesday and Friday Senior Lunch)**

- \$500, 24 hour rental (12 noon to 12 noon)
- \$400, 12 hour rental

### **Conference Room**

Monday - Sunday

- \$150/day
- \$25/hour

**Security Deposit:** \$500.00. Secures the building for the event, covers any unpaid rent, fees, and any costs associated with additional services including cleaning. Deposit will be refunded if renter has no outstanding fees, rent, or additional service costs.

## **TIER 2 RATE SCHEDULE – COMMUNITY EVENTS**

Community events are defined as events in which the renting entity intends to celebrate, inform, inspire or entertain the attendees without charge. These events may be private or public. Charitable events in which the proceeds, after expenses, go entirely to support a charitable cause are considered community events.

### **Dining Room and Kitchen**

Monday-Sunday (Exception: Wednesday and Friday Senior Lunch)

\$250, 24 hour rental (12 noon to 12 noon)

\$200, 12 hour rental

### **Conference Room**

Monday - Sunday

\$75/day

\$20/hour

**Security Deposit:** \$350.00. Secures the building for the event, covers any unpaid rent, fees, and any costs associated with additional services including cleaning. Deposit will be refunded if renter has no outstanding fees, rent, or additional service costs.

## **SCHOOL DISTRICT 69**

No rental charge. Security deposit: \$350.00.

## **ADDITIONAL CHARGES AND REQUIREMENTS**

**Additional Charges:** Lost keys: \$250.00 each

**Additional Requirements:** Certificates of insurance, caterer's licenses, and special permits, if applicable, are due 14 days prior to event.

## **CHECK-IN, CHECK-OUT / SET-UP, TEAR-DOWN**

24-hour rental period begins at noon and ends at noon the following day.

Reservation times are inclusive to the decorating, caterers, and anyone else involved in your event that will need to have access to the building prior to your event. Please consider this when reserving your times. Staff will monitor the facility during regular office hours M-F, 8:00 AM - 5:00 PM.

Revised: February 2012

# Facility Closing Checklist & Security Deposit

I agree to complete the following items before leaving the facility at the end of the evening.

- Take out Garbage
- Sweep, Mop and/or Vacuum Area used
- Clean up Kitchen
- Clean and remove garbage from Bathroom
- Clean any garbage from the outside of the building

If they are not completed the following charges will apply and will be deducted from your security deposit without notice.

**Garbage:** Remove all Garbage - **FINE \$100.00**

**Kitchen:** Proper clean-up of kitchen - **FINE \$100**

**Restroom:** Excessive clean up - **FINE \$100**

**Confetti:** None Allowed - **FINE \$ 75**

**Key Policy:** Sign in/out keys. **Re-key building - FINE \$ 350.00**

**Facility Late Departure Fee:** The following charges will be deducted from your security deposit if the event exceeds the contracted rental time frame, 1 hour = \$100, 2.5 hours = \$250.

**Other -** Damage to walls, carpet, equipment, and other parts of the facility will be assessed on a case by case basis – **you will be contacted prior to the assessment of any charges.**

I have read and understand the Povah community center rental policy and fees. I accept and understand the responsibilities and duties required to use the facility.

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Signature

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Date

## Povah Community Center Kitchen Clean-up Checklist

Many different groups use the kitchen facility at the Center so it is important that those who use it clean it appropriately for those who use it afterward. As a courtesy to everyone who uses this kitchen we ask that you use this set of guidelines and the clean-up checklist to ensure that the kitchen is clean for the next use.

Please put cooking utensils (knives, whisks, cutting boards, etc.) and cleaning devices (mop, brooms, bucket, etc.) back where you found them. All items have a place and they should be replaced at the end of the kitchen use.

It is important that the cleaning fluids located in the cleaning closet are used to ensure proper sanitation of kitchen surfaces. Follow instructions on the wall next to the dispenser. Water must be turned on in the wash bay at the rear of the closet for the dispenser to work.

Please use this checklist to be sure you cleaned everything that you used and that the kitchen is ready for use afterward.

- \_\_\_\_\_ Be sure to run silverware and drinking glasses through machine two (2) times
- \_\_\_\_\_ Wash out microwave, inside and out, and wash glass carousel in dish machine
- \_\_\_\_\_ Clean stove surface with degreasing solution
- \_\_\_\_\_ Wipe off mixer (if used) including spindle and safety guard
- \_\_\_\_\_ Please be sure that all refrigerator and freezer doors are closed
- \_\_\_\_\_ Clean out any food particles from floor drain under the 3 sinks
- \_\_\_\_\_ Wipe off the walls and splash guards of the dish washing areas
- \_\_\_\_\_ Drain dish machine, turn off and spray out filters in the sink
- \_\_\_\_\_ Run garbage disposal after all dishes are done using cold water
- \_\_\_\_\_ Wipe out all sinks using the disinfecting solution, including hand washing stations
- \_\_\_\_\_ Sweep and Mop floors in kitchen and pantry
- \_\_\_\_\_ Rinse out mop and bucket in the bay at the rear of the cleaning closet and hang the mop up, please do not leave it in the bucket
- \_\_\_\_\_ Place used rags in a plastic bag and leave on cleaning cart or bus cart
- \_\_\_\_\_ Leave kitchen/dining room door OPEN when you leave so the ice maker does not freeze up
- \_\_\_\_\_ When finished, turn off all faucets including the wash bay in the cleaning closet

**BEFORE YOU LEAVE ... MAKE SURE HOOD FAN, LIGHTS AND DISHWASHER ARE ALL  
TURNED OFF THANK YOU.**

# Povah Community Center Conditions Ticket

Event: \_\_\_\_\_

Event Dates: \_\_\_\_\_

Responsible Individual: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Rental Application Sent: \_\_\_\_\_

Signed Rental Application Received: \_\_\_\_\_

Deposit of: \_\_\_\_\_ Due: \_\_\_\_\_ Paid: \_\_\_\_\_

Rent of: \_\_\_\_\_ Due: \_\_\_\_\_ Paid: \_\_\_\_\_

Insurance Due: \_\_\_\_\_ Filed: \_\_\_\_\_

License/Permits Due: \_\_\_\_\_ Filed: \_\_\_\_\_

Confirmation & Key Check out Instructions Sent: \_\_\_\_\_

Post-inspection Date: \_\_\_\_\_ Time: \_\_\_\_\_

Comments on Condition after use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DEPOSIT: \$ \_\_\_\_\_

LESS CHARGES: \$ \_\_\_\_\_

REFUND DUE: \$ \_\_\_\_\_

2210-214001

Reviewed and released by: \_\_\_\_\_ Date: \_\_\_\_\_