

**CITY OF FAIRFAX
COMMUNITY ROOM POLICY
January 9, 2024**

1. A reservation is required to use the City of Fairfax Community Room. Interested persons must contact the Fairfax City Hall staff to check availability and pricing. The community room will not be reserved for anyone until they have completed and signed a rental agreement form and made payment for the non-refundable rental fees. The rental agreement form is attached and its provisions are part of this policy.

Time Slots:

8:00 AM to Noon
1:00 PM to 5:00 PM
6:00 PM to 10:00 PM

2. Non-refundable rental rate for each four hour time slot are as follows:
Resident of the City of Fairfax, Iowa \$100.00
Non-resident \$150.00

Non-profit group from the City of Fairfax, Iowa free
Non-profit group from somewhere else ½ price

Non-profit status paperwork **MUST** be shown to qualify.

Rescheduling:

The City must receive notice that the renter will be unable to use the room on the original date and time before the scheduled rental date. Renters have one (1) year from the original scheduled rental date to reschedule the rental. Rescheduling is subject to available dates and times. After one year from the original rental date, the lease agreement terminates with no refund.

3. The key for the facility must be picked up during regular Fairfax City Hall hours, the week of the rental.
4. A deposit of \$200.00 will be required at the time the key is picked up, this can be made by cash or credit card hold only. This deposit is to cover key return, cleaning, and damage. If the facility is left clean, undamaged, and the key is returned; then the deposit will be refunded within seven (7) days. If the key is not returned, the facility is not left clean, or is damaged, part or all of the \$200.00 deposit will not be refunded. If the facility is damaged beyond the deposit amount, the person who signed the rental agreement and the group using the building shall be responsible for any additional reasonable cost of repair.
5. In case of any Public Health Emergency, the City of Fairfax will follow any current, relevant recommendations from the CDC. The City of Fairfax asks that all persons in the building follow these recommendations.