



## **Policies and Procedures**

For Individual & Organizational Use of  
C. W. Mount Community Center



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#### **Introduction:**

The C.W. Mount Community Center is a 45,000-sq. ft. facility that leases business space to Anytime Fitness, and provides a home to Encore Lifestyle & Enrichment Center and The Boys and Girls Club of Tipton County. We offer a Gymnasium, Elevated Walking Track, and Banquet Facilities for public use.

The following Policies & Procedures apply to the leasing and use of the C.W. Mount Community Center (hereinafter referred to as the Center) at 341 W. Jefferson Street, Tipton, IN 46072.

Organizations or individuals booking and using these facilities (hereinafter referred to as Lessee) must be in full compliance with such Policies & Procedures, as they apply to events held at this facility. Payment of invoice, in part or in whole, validates the agreement to follow the following policies.

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**Rental Facilities:**

The Banquet Hall consists of 1 room that can be divided into 3 meeting rooms: The Cardinal Room, capacity of 80, The Sagamore Room, capacity of 56, (including the dance floor), and the C.W. Mount Room, capacity of 120. The entire hall has a seating capacity of 250. Thirty-three 5ft. round tables & 8 eight-foot banquet tables are provided.

A large commercial kitchen complete with gas, convection, and microwave ovens, refrigerator, freezer, dishwasher, steamtables, worktables, ice machine, and extensive cooking and baking equipment adjoins the Cardinal Room.

The Gymnasium may be divided into 2 half-court playing fields. Six basketball goals which are adjustable in height, are available for play. Volleyball and Pickleball equipment may be available for an additional fee.

**I. Rental Policies & Procedures****1. Events:**

A. The Center retains approval rights of performances, exhibitions, or entertainment offered. Lessee must agree that no such activity or part thereof shall be given or held if Management objects on the grounds of character offensive to public morals, failure to uphold event advertising claims, or violation of event content restrictions agreed to by both parties at the time of completion of contracted agreement.

B. Lessee acknowledges that the Center's facilities include three(3) meeting/banquet rooms and the gymnasium, any or all of which may be in use by other parties at the date/time of lessee's rental.

C. Lessee acknowledges that the Center houses three (3) tenants which may also have regular or special events at the date/time of Lessee's rental.

\*although much consideration is given to the Lessee's needs, cooperation in use of shared areas is required.

D. The Center reserves the right to include event listings on our website calendar.

## **2. Vendors:**

A. Food: The Center allows open catering. You may rent the kitchen and hire any caterer of your choice.

B. Alcoholic Beverages: A Lessee that desires alcoholic beverages at their event must hire an approved beverage service.

1. Alcohol will be served or distributed only by licensed employees of the approved Beverage Service.
2. Open drinks must be consumed inside of the Banquet Hall.
  - a. No open beverages may be carried into the hallway, outdoors, or in other areas of the building.
3. Alcoholic bottles (wine, beer, etc.) purchased as a whole, must remain unopened until buyer is off of the premises of the Mount Center.

C. Host/Guests: Must comply with the following:

1. Provide acceptable identification: valid driver's license with a photograph.
2. In the absence of authentic identification, or in case of doubt, the Bartender will refuse service of alcoholic beverages to the host/guest.
3. Hosts/Guests are NOT allowed to bring in their own alcohol.
4. Hosts/Guests are NOT allowed to "pour" any drinks.
5. The service of alcoholic beverages shall not begin prior to 6pm weekdays or Noon on weekends.

The C.W. Mount Community Center and/or the approved Beverage Service reserves the right to refuse authorization to serve alcoholic beverages to any individual or group. No alcoholic beverages will be allowed outside the designated event area. Rental policy requires that alcoholic beverages be served and consumed only in the space rented for the occasion. Extra security may be required by the C.W. Mount Community Center at a cost to the renter based on the nature of the event or the size of the group.

E. The C.W. Mount Community Center and the Beverage Service has the authority to suspend the serving of alcoholic beverages or terminate the rental function due to the abuse of the facility, staff, or failure of rental guests to follow C.W. Mount Community Center policies with no recourse or refund of any rental, or service fees whatsoever.

F. Violation of these provisions, or suspension of the event due to violations shall result in a forfeited deposit, and the inability to rent C.W. Mount Community Center facility in the future.

### 3. Rental Spaces and Fees:

Please call or email for current rates.  
765-675-9966 or [cwmount@tds.net](mailto:cwmount@tds.net)

RENTAL SPACE	
Banquet Hall	Seats 250
Meeting Room (s)	
Cardinal Room (south room)	Seats 72
Sagamore Room (middle room)	Dance Floor, Seats 48
C.W. Mount Room (north room)	Seats 130
Commercial Kitchen	Dinnerware included
Gymnasium (per hour )	
*B-day Party Special – 3hrs Room & Gym	9a-12p, 1p-4p, 5p-8p
Volleyball Nets, Pickelball Equip	Available for add'l fee
Mount Park (Our Grassed Lot opposite the Mount Center)	

- **Room rental balance and damage/cleaning deposit is due within 90 days of booking your event.**
- **Rentals made less than 30 days before the event must be paid for in full at time of reservation.**
- **Rentals not paid in full by due date will not be held for lessee. There may not be additional billing or reminders after the initial invoice.**

\* No additional discounts allowed, event must be held within 21 days of booking.

#### ***Booking Deposits:***

- A. No requests for dates at the Center will be held until a \$50.00 per day Meeting Room, \$100.00 per day, Banquet Hall Booking Deposit has been received by the Building manager.
- B. Booking Deposits are non-refundable/non-transferable.
- C. Time is of the essence - Event Dates are first paid, first reserved - someone else may be asking for your date.
- D. Booking Deposits are credited to the total amount of the rental.

### ***Damage/Cleaning Deposits:***

A. The Center reserves the right to require every Lessee to submit a damage/cleaning deposit.

B. Damage/cleaning deposits will be refunded by mail--in full, in part, or not at all—within 21 days or less after event, depending on the condition of the leased premises and its equipment after the event.

C. The Center reserves the right to determine what constitutes damage and/or cleaning fees, and what portion of damage/cleaning deposits will be returned.

D. Non-compliance with any of the rules & regulations listed in Section II may also result in damage deposit fees being retained by the Center.

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### ***Cancellation/Postponement Policy:***

A. Cancellation/postponement less than 90 days before event--**all fees are non-refundable/non-transferable.**

B. Cancellation/postponement 90+ days of event – rental fees & damage deposits, **less booking fee**, will be refunded.

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### **3. KEY Policy:**

Keys to the Building and Banquet Rooms are available only on the day of the event. If you supplied e-mail, the code to the key safe will be emailed to you one (1) day prior to your rental. **It is the responsibility of the Lessee to call the Building Manager the day before the event for the key code to retrieve the keys from the KEY SAFE.**

**The key safe is located in the carport tower.**

**Keys are NOT to leave the premises at any time.**

## II. General Rules & Regulations

### 1. Building Provisions/Clean-Up

A. The Center will provide heat/air conditioning and basic lighting. Security Cameras are located throughout the building, and record 24 hours a day, 7 days a week.

B. Additionally, the Center may provide podium, microphones, table service, etc. which may be reserved along with the room rental at no additional cost.

\*Table service is only included with kitchen rental.

\*To ensure availability, reserve the above items on initial contract.

C. **All equipment, including, but not limited to, tables, chairs, counters, sinks, tableware, etc., must be cleaned and replaced in original position. All floors must be swept, and spills mopped. Hallway restrooms must be left in appropriate condition. Trash must be placed in the dumpster in the alley East of the building. All food items must be removed.** Disposal of cooking residue (oil, grease, etc.) into the Center's drainage system is prohibited. Non-compliance may result in janitorial fees being withheld from damage deposit. The use of glitter in decorating **WILL** result in extra janitorial fees being withheld from damage deposit.

D. Room modifications, such as nailing, stapling, taping, spraying, drilling, coring, punching, hanging on or attaching to walls, floors or ceilings are not permitted. Painting of signs, exhibits, vehicles, or other objects is not permitted. Damage made from these acts will be repaired and charges withheld from damage deposit.

E. Additionally, Lessee, decorator, caterer, musicians, etc., preparing for an event are required to protect the carpeting and furnishings of the Center with whatever means are necessary to prevent damage. Clients who fail to provide protection will be billed for the necessary repair, replacement and/or labor involved in clean-up or repair. **PLEASE, NO FOOD OR DRINK ON DANCE FLOOR.**

F. **It is advised to not plan on serving from roasters or crock pots.** The banquet rooms are not wired for the additional power that kitchen appliances require; in addition, cords become tripping hazards as guests serve themselves.

G. The gymnasium and all other spaces/offices in the building are "off limits" to banquet room users unless reserved also. **Use of unreserved spaces will result in rental fees being withheld from damage deposit.**

H. If children are present during your event, they must be supervised by an adult at all times, in all areas rented by lessee including restrooms & gymnasium.

I. **No** hard-soled shoes, hard balls or like equipment are allowed on the gymnasium floor. Gym floor must be dust mopped after use. (Dust mops are located in a walking track stairwell.)

J. Rollerblades, skates, scooters, skateboards, and RC cars are not allowed on the grounds or inside of the Center. Bicycles are not allowed inside the Center, or in entry towers.

K. **The Center is a non-smoking facility.** Smoking is not allowed in any area of the building, including hallways, gym banquet/meeting rooms, entry towers, restrooms, and offices. Evidence of such will affect damage deposit refund.

L. Animals, with the exception of service animals are prohibited on the grounds of, or inside of the Center.

M. The Lessee shall not bring on the premises any exhibit, equipment, or vehicle which, in the judgment of the Center, would or might be dangerous to persons or property or otherwise incompatible with structure, systems, and furnishings. Hazardous chemicals and materials; e.g., pesticides, herbicides, poisons, etc. are prohibited inside the Center. The Lessee is responsible for removal of hazardous waste and must comply with applicable federal and local regulations. Hazardous waste includes materials that are ignitable, corrosive, reactive, toxic, or biohazardous. Live Christmas trees, hay, straw or bales of straw or hay are prohibited. Any costs or applicable administrative expenses incurred by the Center for the removal of the hazardous waste left in or about the Center will be assessed to the Lessee.

N. Lessee shall remove all equipment, decorations, etc. from premises immediately following the close of the event, unless prior arrangements have been made in writing. Any property not claimed within 24 hours will be considered abandoned by Lessee. The Center may take possession without liability. The Lessee shall be liable for costs incurred as a result in disposing of the abandoned property and may result in fees being withheld from damage deposit.

O. **All lights must be turned off, and all banquet and exit/entry doors must be locked. Keys must be deposited in the key slot located in the door to the building managers office immediately following the event or a charge of \$25.00 per day will be withheld from the damage deposit.**



### **III. Fire Safety**

Fire Safety guidelines are established and regulated by the Fire Marshall.

TOTAL ROOM CAPACITY is 250 seated persons.

**A. Fire exits, aisles, fire-fighting equipment, or other emergency equipment cannot be removed, blocked, propped, or altered in any way.** Anything found obstructing any of the above will be removed/replaced at the expense of the Lessee.

\* The Center will not permit facilities to be occupied greater than listed capacities.

B. All drapes, buntings, decorations, etc., must be made of non-combustible materials.

C. Lessee is responsible for keeping contracted areas free of any debris which might present a fire hazard.

D. Unsecured helium balloons and open flames will not be permitted. Enclosed candles may be used, subject to the Center's approval. Clean-up regulations apply.

E. When the fire alarm is sounded, all occupants must leave the building immediately via the nearest exit.

### **IV. Insurance**

A. The Center does not hold insurance on the personal property of the Lessee and is not liable for loss, theft, or damage to property belonging to Lessees, its vendors, agents, or its attendees. Lessee hereby waives any claims against the Center and the persons described for damages to, or loss of, the property.

B. The Lessee agrees to save and keep the City of Tipton, the County of Tipton, the C.W. Mount Community Center, board members, volunteers, employees or connected parties of organizations housed within the facility harmless from any and all liability whatsoever arising out of its use of the C.W. Mount Community Center's facilities.

\* Management may require the Lessee to provide proof of liability insurance coverage for Lessee's use of the Center in such amounts as Lessor deems necessary.

## V. Not-For-Profit Organization Use

A. Tipton County Not-For-Profit Organizations may use the Banquet Room/Meeting Rooms **once per quarter year for a non-specified donation.**

B. A Booking Fee of \$50.00 per Meeting Room is required, and will serve as a damage deposit for the Meeting Room. Additional damage/cleaning deposit for kitchen and gymnasium is required as listed. Refunds of fees are the same as regular rentals.

C. Reservations of meeting rooms for donation only, may not be scheduled more than 30 days prior to event. NFP Rates are available for events booked 31-180 days in advance.

D. All policies and procedures listed previous apply.

E. Kitchen and Gymnasium fees apply.

F. The Center may request Organization's Not-For-Profit Organization Number.

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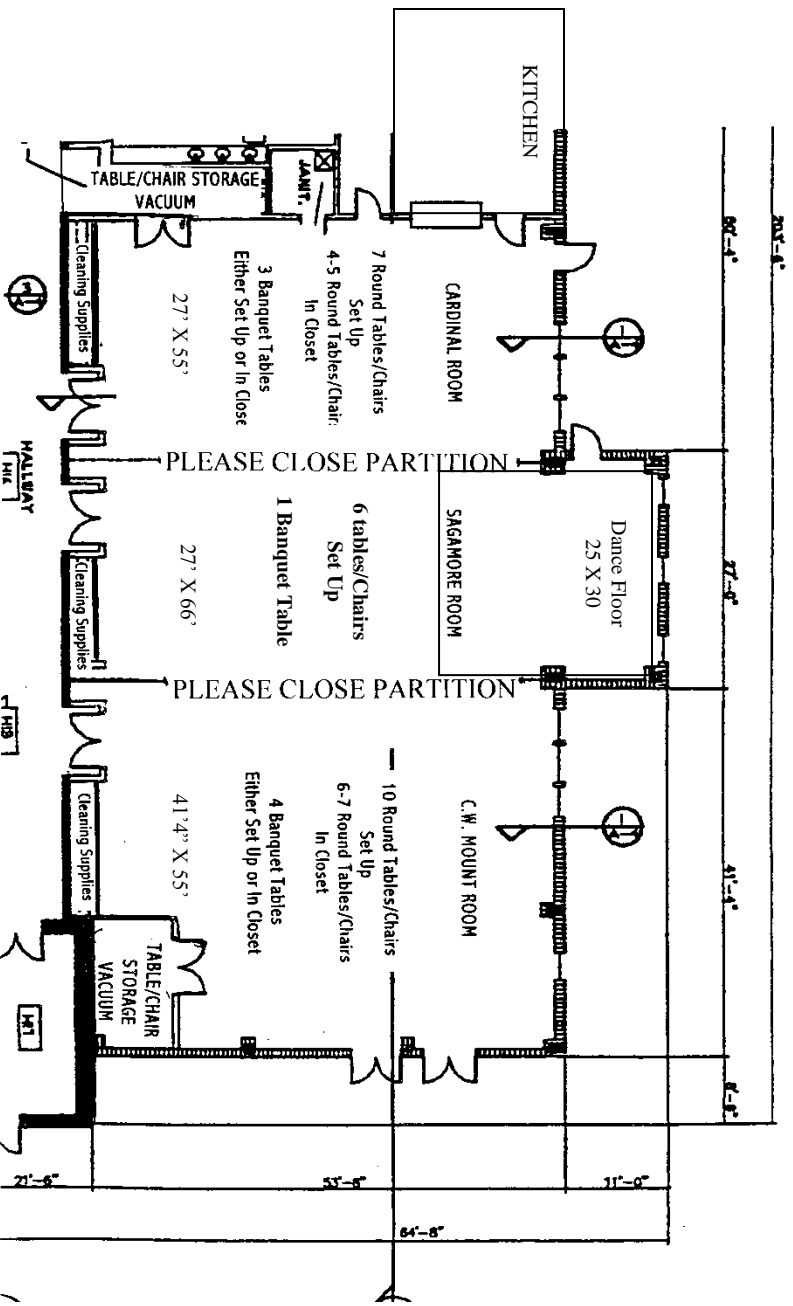
## VI. Facts and Staff

C.W. Mount Community Center	Phone: (765) 675-9966
341 W. Jefferson Street	Text: (765) 675-9966
Suite A	E-Mail: cwmount@tds.net
Tipton, IN 46072	Website: <a href="http://www.cwmount.com">www.cwmount.com</a>
Facebook: <a href="https://www.facebook.com/groups/cwmount/">https://www.facebook.com/groups/cwmount/</a>	
INSTAGRAM: FOLLOW: cwmountbanquetfacility TAG PICTURES: #cwmount	

Building Manager: Roseann Lord

**\*Available onsite most Monday afternoons, Tuesday and Thursday Mornings, or by appointment.**

Room must be vacuumed, Tables and Chairs cleaned, and replaced, & Trash Removed to receive full refund of Damage/Cleaning Deposit(s). Thank you for your cooperation in keeping our building looking its best!!





*A Beautiful Place  
For Your Next Event!*

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Tipton, Indiana 46072  
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