Community Center Rental Requirements

All rentals must be arranged through the Village of Gresham Clerk's Office. Renters can contact the village clerk at 402-735-7385 for rental date availability. The clerk's office will be the official keeper of the rental calendar. A separate deposit of $100.00 is required.

Rental Rates

Main room with kitchen ……..…… $150.00

Main room with kitchen and one north room ..……. $185.00

Main room with kitchen and both north rooms …... $220.00

Either of the north rooms alone ……. $50.00

- Payments can be made at the Village of Gresham office between the hours of 8:00 a.m. and 4:00 p.m. Monday thru Thursday or mailed to PO Box 164, Gresham NE 68367 in advance of the rental date. One payment needs to be for the full rental amount, and one payment needs to be made for a deposit of $100.00. All payments must be made payable to the Village of Gresham if paying by check. If paying in cash, a cash receipt will be given to the renter. Rental deposits will be returned after the facility has been inspected after use.
- The clerk will contact Bonnie Liedtke or Cindy Avery with the rental date, time and renter's contact information.
- Arrangements will be made with the renter to pick up a key for their event and they will also be given a checklist to be completed and signed. Both the key and checklist need to be returned as soon as possible after the event.
- GCC (Bonnie and/or Cindy) will inspect the facility after use to determine if the deposit is returned to the renter.

Gresham Community Center Checklist

Check the outside doors to make sure they are locked:

- ☐ West double doors, north of bathrooms.
- ☐ Kitchen door
- ☐ Single door in main room
- ☐ Double doors in main room – check that both doors are closed and locked.

☐ Thermostats:

- ☐ In the winter the furnace thermostat should be set to 55°
- ☐ In the summer the air conditioner thermostat should be set to 80°

☐ Wipe down all used tables and chairs

☐ Wipe down all used counter tops

☐ Toilets are flushed and water is off in sinks

☐ Water is off in kitchen sink

☐ Stove and oven are off

☐ All trash should be collected and taken with you, including the bathrooms. The Community Center does not have trash service. The large trash cans across the road to the south are private property, so please do not put your thrash there. There are garbage bags in the bottom drawer of the desk in the kitchen.

☐ All lights have been shut off. Please check all of the lights in the Community Center including the storeroom off of the main room.

☐ Toy room – pick up toys, erase chalk board, and make sure thermostat is at auto and set as described above. This thermostat is on the east wall by the cupboards

☐ Remove all your food from the refrigerators

☐ Wash and put all dishes and utensils away

☐ Vacuum carpeted areas

☐ Sweep kitchen floor

☐ If you use the DVD player, return it to the TV mode

☐ If stove or oven has been used, clean burner and oven area

If there is anything that is not working or is a problem, please mark it down here so we can arrange for it to be taken care of. We ask all persons using the facility to please be mindful of the Community Center's property and to take care of it so we can continue to have a place for people to rent and use.

Date: _____ Signature of Renter_____

INSPECTION OF THE BUILDING WILL BE CONDUCTED AFTER EACH USE AND PRIOR TO RETURNING DEPOSIT CHECK.