

Town of Alberton Facility Use Policy

The Community Center is owned and operated by the Town of Alberton. Application for the use of the facility shall be made through the Town Clerk. The following rates shall apply for the use of the facility.

Receptions, parties, etc.		\$50.00 per day
Use of Kitchen	additional	\$25.00 per day
Group meetings, 3 hours or less		\$25.00 per meeting
Use of Kitchen	additional	\$20.00 per meeting
Non-profit meetings, 3 hours or less		No charge

Deposits: A \$50.00 cleaning deposit will be required for all day use rental. This is a refundable deposit after inspection of the facility. Deposits are required regardless of fee charge.

NOTE: If your event requires the use of the other adjoining Town Property, a Special Events Permit may be necessary.

Reservation Guidelines

1. Reservations will be accepted up to one year prior to the event and will be on a first come first served basis.
2. Reservations will be paid in full when made and are non-refundable. Cancellations refund requests can be brought before the Council for consideration.
3. Multiple reservations will require only one cleaning deposit. That deposit will carry over to the next reservation until it is used or refunded at the end of the year.
4. If cleaning deposit is used during a multiple reservation, another cleaning deposit will be required.
5. If any form of payment is denied or returned, the applicant may forfeit the right for any and all reservations made. A \$25.00 service charge will be applied to any returned payment.