

Chapter House Rental Procedures

As of May 12, 2009

1. Contact Palmer Holden, 515-231-5543 or chapterhouse@amesikes.org for rental information and reservations.
2. **Alcoholic beverages are not permitted under normal circumstances.**
3. Rental deposit (\$50) - returned if cleaned satisfactorily.
4. **Rental fees:**
 - a. **Scout, youth activities** **Free**
 - b. **Ikes' activities, etc.** **Free**
 - c. **Ikes' members** **\$10/hour, \$40 minimum**
 - d. **Others** **\$20/hour, \$100 minimum**
5. When activity is completed:
 - a. Mop or sweep the floors.
 - b. Return tables and chairs to original location when you arrived.
 - c. Clean the kitchen area.
 - d. Empty the trash cans into the dumpster outside.
 - e. Clean the bathrooms. Leave the downstairs bathrooms shimmed open.
 - f. Thermostat
 - i. **Winter:** turn the thermostat down to 60 degrees when finished.
 - ii. **Spring, Summer, Fall:** turn the AC/Heat to Off when finished.
 - g. Lock the Chapter House door.
6. Deposit will be returned after the facility is inspected. A charge of **\$20/hour** will be made for necessary cleaning.
7. We do not have anyone hired to clean the Chapter House. Therefore it is the responsibility of the users.