



# CEDAR FALLS

## City of Cedar Falls Tourism & Visitors Bureau

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Cedar Falls, IA 50613

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## Meeting Room Use Policy Cedar Falls Visitor Center

### **Purpose of the Facility:**

The Cedar Falls Visitor Center functions primarily as office space for the Cedar Falls Tourism and Visitors Bureau and as a Welcome Center and Trailhead for travelers and visitors to our community.

The Sturgis Falls Celebration Meeting Room and outdoor patio area, which are part of the Visitors Center, are available to rent as meeting or social event space. The space accommodates a maximum of 30 people per event. The space contains a counter and bar sink with access to limited refrigerator and freezer space in the office area. The equipment generally made available to renters includes an easel, dry-erase board, pull-down screen for projection (although the room remains relatively well-lighted during the day), large screen TV, tables (2ft x 5ft), chairs, high-speed wireless internet connection, and patio furniture (non-moveable). The meeting room tables and chairs are not allowed to be used on the patio. The two 15 minute parking spaces are for visitors to the center only.

### **1. General Policy:**

The Cedar Falls Tourism and Visitors Bureau invite local non-profit, civic and business groups to use the meeting room for their board meetings and other business-related gatherings. Cedar Falls residents are also invited to use the meeting room and patio area overlooking Prairie Lakes Park for social events.

Groups with political, religious, or commercial affiliation may not use the Visitor Center for the purpose of revenue generation.

Requests are considered on a first-come, first-served basis. Events will not be scheduled if they conflict with the needs of the Cedar Falls Tourism and Visitor Bureau. A two hour window is required between rentals. Rentals are available during regular business hours of 8am-5pm weekdays.

## 2. Procedure:

Groups or individuals wishing to reserve the meeting room may contact Visitor Center staff by calling 319-268-4266 or email [visit@cedarfallstourism.org](mailto:visit@cedarfallstourism.org). Reservations will be confirmed at time of payment.

**3. Alcoholic Beverages:** Serving of beer and wine is allowed provided staff is made aware of this intention at the time the reservation is made. Hard liquor is NOT allowed. Renter is responsible for following all Iowa laws in relation to use of alcoholic beverages.

**4. Smoking:** In compliance with the Iowa Smokefree Air Act, no smoking is allowed inside or outside of the building. Smoking is allowed inside personal vehicles or on the recreational trail.

**5. Cancellation:** In order for the renter to receive a refund of their rental fee, a minimum of one week advance notice is required to cancel a reservation. In the event a group or organization neglects to cancel, they will forfeit the paid rental fee, even if the event is not held. A \$10 processing fee will be deducted from refunds. Refunds are processed through City Hall.

## 6. Fees

***Rental Fee: The rental fee is due when the meeting room is reserved.***

### Rental Fee:

**Mon-Fri 8 a.m. – 5 p.m. (30 people maximum, meeting room with room divider closed and patio area only)**

Half Day      \$150 (4 hours)

Full Day      \$300 (8 hours)

**8. Meeting Rental Space:** The space available to the renter includes the meeting room and patio. The room divider is required to be closed. The office area is not available to renters at any time with the exception of the refrigerator/freezer.

**9. Decorating:** Approved tape for hanging items at the Visitor Center: Washi Tape, Painters Tape and Gaffers Tape. Hanging attachments not allowed include tacks, pins, masking tape, double sided tape, shipping tape, Duct Tape and any other tapes or devices not previously approved.

## 10. Additional Fees

**Copies and coffee** - May be provided at a minimal charge.

**Cancelation Fee** – A \$10 cancelation fee will be deducted from the original amount paid.

**Overtime Rates** – If the event exceeds the time specified on the rental agreement by either arriving early or staying longer, additional charges of \$50/hour will be billed in full hours.

**11. Room Set-Up and Clean-Up:** The renter will be expected to handle all preparation and clean-up and will be responsible for leaving the area in the same condition as before their event. If it is necessary for Visitor Center staff to call in a cleaning service or make repairs, the organization or individual listed on the Meeting Room Use Agreement will be billed for any expenses.

**12. Loss or Damage to Facility or Equipment:** The organization or individuals reserving the meeting room will assume responsibility for repairs or replacement for any and all damage to the facility and equipment caused by members of their group during use of the meeting room.

**13. Public Use:** Users of the Visitor Center should be aware that the facility is open to the public. Complete privacy within the Visitor Center cannot be guaranteed.

**14. Returned Checks:** All returned checks will be assessed a surcharge of \$15.00.

**15. Indemnification:** The organization or individuals holding the event, and its members, agree to indemnify and hold harmless the City of Cedar Falls, its agents and employees from and against all loss and expense, including attorney fees, by reason of liability imposed by law upon the City for damages because of bodily injury including death, at any time resulting therefrom sustained by any person or person or on account of damage to property, including loss of use thereof, whether caused by or contributed to by the City of Cedar Falls, its agents or employees.

**16. Final Recourse:** The Cedar Falls Tourism and Visitor Bureau Board will make final interpretations and decisions related to space use at the Visitor Center.