



Hickman Community Center

115 Locust Street, Hickman, NE

Rental Guide, Basic Rules & Cancellation Policy

The City of Hickman is pleased to offer rental opportunities to the Hickman Community Center for public and private events. The following information is provided to facilitate requests to use the Community Center and to ensure a safe and successful event. A separate application form is required for all rentals.

Rental Guide

- 1) Complete an application** based on the space requested and type of event. All applications are to be submitted to the Hickman Activities Coordinator at 115 Locust Street, Hickman, NE 68372 at least seven days prior to the event for consideration, and at least twenty-one days before the event if alcohol is planned to be served.
- 2) Obtain City of Hickman approval** for event.
After application is approved, adjustments to the planned event may be needed according to recommendations from the City of Hickman pertaining to safety, security measures, permits, special designated liquor license or other issues. Resubmit application if necessary.
- 3) Provide Payment in Full** to the City of Hickman.
All payments and deposits (if applicable) are due seven days before the scheduled event.
100% of the rental fee is required to reserve the date for all events apart from wedding receptions. 50% of the rental fee is required to reserve the date for wedding receptions. Payments are accepted in any form; however, deposits must be received by check to ensure a timely return.
- 4) Submit Certificate of Liability Insurance (if applicable)** naming the City of Hickman as additional insured to the Hickman Activities Coordinator at 115 Locust Street, Hickman, NE 68372 at least seven days before the scheduled event.
All insurance will need to meet the requirements of the City. (separate listing of requirements will be available with the application of the applicable events)
- 5) Cleaning of the Rental Space**, removal of all trash and restocking of toiletries upon conclusion of the event.
The rented space and facilities must be cleaned per the provided Rental Clean-up Checklist (Cleaning fees will be assessed to the renter if cleaning is not satisfactory to the City of Hickman). The completed Rental Clean-up Checklist must be signed by the renter and left in the same location following the scheduled event.
The City of Hickman provides cleaning supplies and toiletries.
- 6) Return Keycard(s)** to the City of Hickman if keycards were checked out.
For most events, doors are electronically unlocked during times of rental.

Basic Rules:

Prohibited Items:

- NO TOBACCO PRODUCTS and NO SMOKING* allowed inside the facility. (*includes electronic smoking/vaping devices)
- NO ALCOHOL shall be served except by an entity holding a valid Nebraska Special Designated Liquor License for the rental event. Consumption of alcohol by underage individuals is forbidden. Lancaster County Sheriff's Office law enforcement officials have access to the Community Center at all times and renters may forfeit their deposit or be charged for any violation of liquor laws, ie: procuring for minors.
- No grilling on the outdoor patio.
- No smoke or fog machines.
- Spray or brush painting is not allowed.
- No loose glitter or confetti shall be allowed.
- No tape, staples, nails, or adhesive decorations of any kind shall be used on the floors and/or walls.
- No "Outdoor" type activities allowed inside the building. IE: Soccer, Football, Baseball, Large Playground Equipment or Large Inflatables/Bouncy Houses, etc.

Other Items:

- The City of Hickman reserves the right to reject any submitted application.
- The Rental Fee for registered Tax-Exempt Charitable Organizations will be waived (Cleaning Fees & Rental Damage Deposit will not be waived).
- Events are scheduled on a first-come-first-serve basis.
- The Community Center is not available for rent on holidays declared by the City of Hickman where City Offices are closed.
- In respect for residents in the neighborhood of the event, note the following time schedules: Sunday-Thursday events end at 10:00 pm, Friday and Saturday events end at 12:00 am.
- Subletting any portion of the facility is strictly prohibited.
- Tables, chairs and supplies/equipment are not available for rent or use outside of the Community Center.
- Rental time blocks includes set up and clean up time. If additional time is needed beyond the allowed rental time block, rates will be charged at a per hour rate. (One hour minimum)
- All events lasting beyond the rented time will be charged by the hour according to the outlined costs. (One hour minimum)
- Rental Fees, time blocks allowed, deposits, cleaning fees and damage fees are listed individually on applications based on the space requested and type of event.
- The renter will be responsible for payment to the City of Hickman for any broken or missing items at replacement cost plus a 15% service charge.
- The Rental Clean-up Checklist will be completed by staff prior to the scheduled event. The renter must complete each item on the Rental Clean-up Checklist and sign for the utilized area(s). Additional fees of \$150.00 per hour will be charged for any necessary cleaning.
- The kitchen will be unlocked for all rental events for the utilization of cleaning carts/supplies/water and use of ice machine.

Cancellation Policy:

The City of Hickman reserves the right to reject any submitted application or cancel a contract if rental and deposit fees are not paid in full by the due dates. Rental and deposit fees are refundable if the City of Hickman cancels the use of the facility space for any reason other than violations by the contract holder.

- In the case of mechanical failure of the facility or equipment the contract holder will be notified by the City Staff as soon as possible. City Staff will have the authority to determine whether the facility or equipment is in usable condition and will not be liable to the contract holder. The City of Hickman may adjust the fee or arrange a substitute rental period.
- A contract may be canceled by the City of Hickman up to the time of use when a state of emergency is declared or unsafe environmental conditions or utility services are interrupted. In these circumstances, the City of Hickman assumes no responsibility for any disruption cancellation may cause. The City will attempt to notify the contract holder immediately if cancellation is necessary.
- If contract holder finds it necessary to cancel the event, notification must be received in writing and the cancellation fee will be based on the following calendar days:

Notice of Cancellation Received:	Contract Holder will Receive:
More than 150 days prior to event	100% of rental fee
From 149 to 91 days prior to event	50% of rental fee
From 90 days to 31 days prior to event	25% of rental fee
30 days or less from event date	Full Rental Fee will be Forfeited

For more information, contact our Activities Coordinator at 402-792-2212 or 402-580-0702 or by email: activities@hickman.ne.gov