



Mona City Community Center

FAQ's

1. How do I get into the building on the day of my event?

You will receive an email from Kisi 24 hours before your reservation. This email will have a link that will open the doors during your reservation. This link will only work during your reservation hours, no early entry can be allowed. You are responsible for the building from the time it is opened to the time it is closed. Once you have entered the building there will be a lock/unlock switch to the side of the door which you can use to leave the door unlocked. Failure to lock the door before you leave will result in a \$100 fine.

2. How many tables are there and what size are they?

There are 10-48" round tables, 10-96x30" fold in half rectangle tables.

3. How many chairs are there?

We have over 200 tan steel folding chairs.

4. Do I need to bring anything for cleaning up?

The city provides for your use at the building: all cleaning products, garbage liners, mop & bucket, vacuum, and broom. You will need to bring your own rags for washing dishes.

5. Is there a sound system available for our use?

The building is equipped with a full sound system, CD player, microphones, MP3 plug-in. We do not have a projector.

6. What serving items are stocked in the kitchen?

The kitchen has two refrigerators, an oven, and a microwave.

7. Are we allowed to have alcohol or dark colored punch

Since this is public property, and subject to the same laws and ordinances that apply to public parks, **NO** alcohol is allowed in the building or on the property. You, the renter, will be responsible for any alcohol found on the premises, whether it is you or your guests. As a reminder, the Utah Indoor Clean Air Act prohibits smoking. No dark colored punch will be allowed.

8. How high is the ceiling and what is the size of the room?

The ceiling is 11 feet high. The square feet is 2960 square feet

9. Can we remove or hang anything from the walls?

NO. You are not to take down any of the pictures hanging on the walls, or hang or attach anything to the walls. Also, do not move Christmas Trees when they are set up.

10. Is there enough parking for the building?

There are well over 50 parking spaces in the building parking lot, including handicap parking.

Community Center Clean-up Checklist

- Wipe off and clean all counters, stoves, and ovens.
- Make sure stoves and ovens are shut off.
- Make sure all water taps are shut off.
- Sweep and mop kitchen floor.
- Clean out refrigerator and wipe up any spills. Don't leave food in the refrigerator.
- Take out all garbage and put in dumpster. Replace liners with new ones.
- Fold up all tables and stack on racks and store in storage room.
- Fold up chairs, put on rack and store in storage room.
- Sweep and mop tile floors
- Turn off lights.
- Make sure all doors are closed and locked.
- Flush all toilets; clean up any messes in bathrooms (be sure to empty garbage(s) in bathrooms, sweep and mop floors).
- Vacuum floor and rugs in entrances, CLEAN ANY SPOTS LEFT ON CARPET (WILL BE CHARGED \$50.00 EACH NEW SPOT).
- Clean Glass Doors and any spots on windows.
- Rinse out mop when all finished.
- Clean microwave.

Remember

- **FACILITY SHALL CLOSE NO LATER THAN 11:00pm.**
- NO SMOKING IN THIS PUBLIC BUILDING
- NO ALCOHOLIC BEVERAGES ALLOWED IN THE BUILDING OR ON THE PREMESIS.
- NO ANIMALS OF ANY TYPE, EXCEPT THOSE ALLOWED BY STATE DISABILITY CODE (I.E. SEEING EYE DOG).
- NO OPEN FLAME ALLOWED (I.E. CANDLES).
- DO NOT REMOVE PICTURES FROM THE WALL.
- DO NOT HANG ANY ITEMS ON WALLS.
- OVENS ARE TO BE USED FOR WARMING, NOT COOKING
- YOU WILL BE RESPONSIBLE FOR THE BUILDING FROM THE TIME IT IS OPENED TO THE TIME IT IS CLOSED.
- DO NOT CHANGE THE THERMOSTATS.
- DO NOT USE DARK COLORED PUNCH/DRINKS THAT COULD STAIN THE CARPET (RED, GRAPE, ETC)
- MAKE SURE THE DOOR IS LOCKED WHEN YOU LEAVE THE BUILDING.