

### **Most Frequently Asked Questions for EERC (cabin)**

1. What size tables do you have? 8 X 4
2. Is there a fee to use the tables and chairs? No
3. Is alcohol allowed? No
4. Do you have a caterer? No
5. Can we use the kitchen and is there a fee? Yes you can use it and there is no fee.
6. What does the kitchen have? Stove, refrigerator, microwave and sink.
7. Can I extend my time on the contract? Only if you contact the recreation director ahead of time, it is available and you pay the full day rate if renting a half day.
8. When is payment due for rental? Two weeks before event
9. Can non-residents rent the cabin? Yes
10. I am a non-profit and want to rent facility and have fees waived. What do I need to do? Write a letter to Council and ask for permission at least one month before event.
11. Can I reserve the room months before event? Yes. It is first come, first serve.
12. Can I reserve it just by calling in? No. It needs to be reserved online and is not approved until deposit and insurance have been given to the Recreation Director.
13. What is the insurance needed for rental? We need proof of \$100,000 worth of liability coverage for during your event.
14. Does my security deposit go towards my payment? No. It is held till after your event and then returned to you as long as you leave the room the way you found it.
15. What is the building monitor? This is the person who opens and closes the facility during non-business hours.
16. Do we need to bring our own trash bags, etc. for our event? No, these are supplied for you.
17. Do I get a key to have access to the building for my rental? No the monitor opens and closes the facility.
18. Where can I find directions to the cabin? They are available on our website.
19. Can I have candles at my event? Yes as long as they are contained.
20. Are helium balloons allowed in the cabin? No
21. What if I am done early with my event? Call the monitor so the cabin can be locked up. You can't leave until the monitor arrives.
22. Can I come and look at the facility? Yes. Call the Recreation Director and ask when a good time would be.
23. What if the weather is bad the day of my event? Keep an eye on the forecast leading up to your event and call the Recreation Director. We will do our best to reschedule your event.
24. Can we decorate the room? Yes you are allowed to have balloons as long as they are weighed down. Contained candles are allowed. Nothing can be put on walls. No glitter, confetti or fog lights allowed. A full list of regulations will be on your permit for you to follow.