

Most Frequently Asked Questions for Prosser Hall

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? Yes
4. Do you have a caterer? No
5. Is there a fee for the use of the kitchen? Only if using ovens/stoves
6. Can we extend our time on contract? Only if you contact the recreation director ahead of time and pay additional fee if renting for a half day.
7. When is payment due for rental? Two weeks before event
8. Can non-residents rent Prosser Hall? Yes
9. 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.
10. Can I reserve the room months before event? Yes. It is first come, first serve.
11. 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.
12. What is the insurance needed for rental? We need proof of \$100,000 worth of liability coverage for during your event.
13. 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.
14. What is the building monitor? This is the person who opens and closes the facility during non-business hours.
15. Do we need to bring our own trash bags, etc. for our event? No these are supplied for you.
16. Do I get a key to have access to the building for my rental? No the monitor opens and closes the facility.
17. Where can I find directions to Prosser Hall? They are available on our website.
18. Can I come and look at the facility? Yes. Call the Recreation Director and ask when a good time would be.
19. Can we decorate the room? Yes you are allowed to have balloons, contained candles and most decorations. No glitter, confetti or fog lights allowed. A full list of regulations will be on your permit for you to follow.