

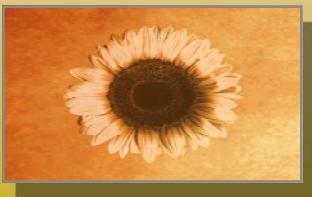
Rental and Use Policies

- All rental rates are charged per room, per day and buildings must be clean and vacated by 12:00am (midnight) on the day of the rental.
- Your deposit will be mailed to you within 14 days of the conclusion of your usage upon approval of the custodian.
- Rental applications are processed on a first come, first served basis.
- The building may have as many as four uses happening simultaneously.
- Except by permission from the Flora Community Club, no scheduling more than 12 months in advance.
- Proof of insurance is required with your reservation. For regular users, proof of insurance must be on file with the Education and Event Center and updated annually. Proof of Insurance must include: Carroll County Commissioners and Flora Community Club.
- Cancellations will be accepted with full refund up to seven days prior to the scheduled usage. Cancellation after the seven-day window will result in forfeiture of deposit.
- Qualified nonprofits may be eligible for special consideration for regular use (meetings, activities, etc.)
- Download the Rental Use Application at the Club website—select Event and Education Center.

Questions?

Contact Flora Community Club at:
Email: floracommunityclub@gmail.com
Website: www.floracommunityclub.org

Or call the Carroll
County Extension
Office at:
(574) 967-3538



ABOUT the Flora Community Club

- Flora Community Club, Inc. is a §501(c)(3) nonprofit corporation that has been serving the Flora Community since 1923.
- The mission of the Flora Community Club is to engage in activities which encourage the growth and development of children and citizens and to foster community activities to educate, enrich, entertain, and enliven the Town of Flora and its environs, and to further foster economic development through projects that design, promote, organize, and fund the efforts to revitalize our downtown and our community.
- The Flora Community Club is also the home of the *Flora Main Street* group, dedicated to improving and revitalizing downtown Flora.
- The Flora Community Club sponsors several activities during the year—we'd love to have you join us!

Annual Event Calendar

February—Ladies (and Men's) Night Out
April—Annual Fund-raising Garage Sale
June—Home and Garden Tour
July—Carroll County 4H Fair
September—Harvest of Quilts
October—Moonlight Madness
November—Christmas Parade

For more details about upcoming events, visit the website at: www.floracommunityclub.org

Get notifications about upcoming events through Facebook. LIKE us on Facebook!

Flora Community Club
PO Box 195
Flora, IN 46929

floracommunityclub@gmail.com



Wedding Receptions
Classes
Auctions
Family Reunions
Training Seminars
Nonprofit Meetings,
Dinners, and Events

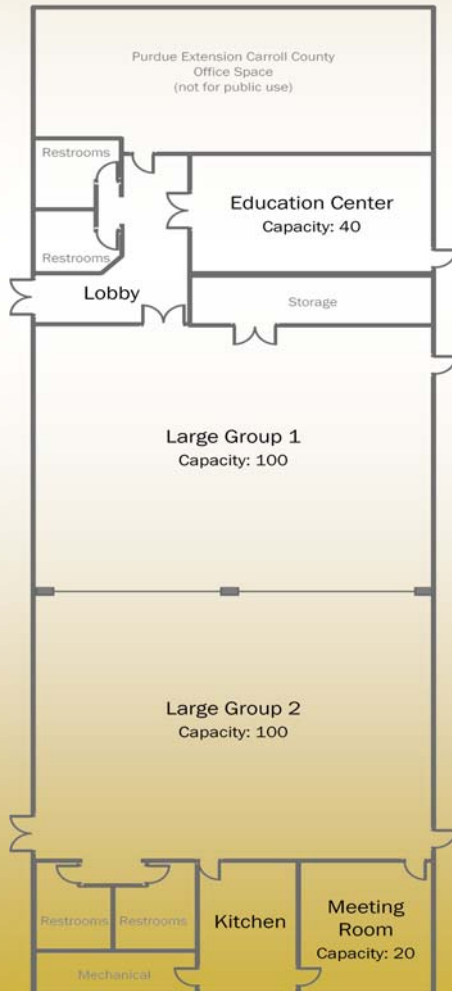
CARROLL COUNTY EVENT AND EDUCATION CENTER

***A unique community space
for training, meetings,
receptions, large groups
events, and more!***



Learning Center Capabilities

- High-speed internet access with wireless and Ethernet connections
- Classroom space with presentation wall and multimedia capabilities.
- 40-seat classroom tables with power outlets for media and computer devices



Host Your Next Event at the Education and Event Center!

The 4-H Building and Exhibit Hall located in the Flora Community park has undergone a major remodeling and building edition. The Summer of 2014, the new Carroll County Education and Event Center includes:

- A 40-seat high-tech learning center.
- Two large-group spaces, each with a capacity of 100 people, or a combined capacity of 200 with the separating wall retracted.
- A commercial kitchen adjacent to one of the large-group spaces.

Spaces:	(LC) Learning Center (max 40)	(LGR1) Large Group 1 (max 100)
	(KT) Kitchen (separate rental fee)	(LGR2) Large Group 2 (max 100)

AFFILIATION	RENTAL FEES	CUSTODIAL FEES	ADDITIONAL FEES
Carroll County Government 4H/Purdue Extension	No rental fee	Check with Extension Office	
Qualified Nonprofit Organizations	0-50 people = no fee 50-100 people = \$50 >100 people = \$75	\$30 per reserved space	A \$100 refundable deposit is required for all rentals.
Personal Use (reunions, receptions, etc.)	0-50 people = \$50 50-100 people = \$100 >100 people = \$150	\$30 per reserved space	A separate deposit is not required for the kitchen if it is rented in conjunction with another space.
Commercial Use	1 large group room = \$200 Both large group rooms = \$300	\$30 per reserved space	** additional fees may apply—see website
Commercial Kitchen (separate rental)	\$50 for up to 4 hours \$100 for up to 8 hours	\$50	

Procedures for Rental

- Complete and submit the rental application form at least thirty days prior to your event. The application can be obtained from the Flora Community Club website: floracommunityclub.org.
- Upon receipt of your application, you will receive a one-page contract which must be signed and returned at least seven days prior to the usage. (Note, this does not apply to County Government, 4H, or Purdue

Extension). At that time you are required to submit payment for your rental/custodial fees (check or money order) with a separate payment for the \$100 refundable deposit.

- 8 72" round tables and 14 8' tables, along with 80 resin and 100 metal chairs are available for use in the Large Group spaces. Setup and teardown are the responsibility of the renter. Any additional furniture required will be your responsibility and will need to be removed from the premises by midnight of the last day of usage.