

CITY OF JOHNSTON
FACILITY USE INFORMATION
www.cityofjohnston.com



Parks and Recreation · 6400 NW Beaver Dr. · Johnston, IA 50131 · 515-727-8091

	Crown Point Community Center	Simpson Barn
Description	Crown Point Community Center was donated to the city by Pioneer Hi-Bred International.	Simpson Barn was moved to its current location from a local farm.
Location	6300 Pioneer Parkway	6169 Northglenn Drive
Hours	Monday-Friday <ul style="list-style-type: none"> • 4:00 p.m. - 12:00 a.m. (Midnight) Saturday & Sunday <ul style="list-style-type: none"> • 8:00 a.m. – 12:00 a.m. (Midnight) 	Sunday - Saturday <ul style="list-style-type: none"> • 8:00 a.m. – 12:00 a.m. (Midnight)
Size/Capacity	Prairie View Rm. – 31 x 31.5/81 Meadow Rm. – 15.5 x 31.5/32	Upper level – 30' x 60'/200 Patio – 30' x 30' – east entrance
Rental Fee	Prairie View Room: \$32 per hour Meadow Room: \$22 per hour	\$45 per hour
Rental Process	Contact Johnston Parks and Recreation at 515-727-8091 for availability. A rental agreement will be mailed to you. <ul style="list-style-type: none"> • The reservation is not considered complete until the signed rental agreement, rental fee, and security/cleaning deposit are received at the Parks and Recreation office. • A non-refundable payment equal to one half the rental fee is due at the time of the reservation, with the remaining balance due no later than 30 days from rental date. • If the reservation is made less than 30 days from the reservation date, total payment is due within seven (7) days from the date of the reservation. • Facilities are reserved on a first come, first served basis up to 12 months in advance with priority given to senior citizen programs, youth activities, and city events. • Reservations should include time for set-up before the event and clean up after the event. • Crown Point only- The center may be rented to another group at the same time as your rental. Please be courteous to other renters. 	
Cancellation	<ul style="list-style-type: none"> • If a reservation is cancelled at least 30 days prior to the requested date, the rental fee, less 50%, will be refunded. • If a reservation is cancelled with less than 30 days notice, no refund will be given. • If a cancellation is made, the security/cleaning deposit will not be refunded. 	
Use Guidelines	<ul style="list-style-type: none"> • Access to the facility is during the hours listed on the reservation form. • Decorations should be mounted with art gum or removable tape only. Duct tape is not allowed. • Crown Point - Groups may use the equipment owned by Crown Point Community Center. • Renters are asked to return the facility to the specifications of the building supervisor. • Clean up involves wiping down the tables, sweeping/mopping the floor, bagging trash, placing new trash bags and taking outside to the dumpster. • Contact the facility supervisor for assistance with heating/cooling, restroom issues or any other concerns. 	

Deposit	<ul style="list-style-type: none"> The refundable security/cleaning deposit is one-half the total rental fee and will be refunded approximately two weeks after the event, less any charges retained for repairing minor damage. The renter will be notified within 5 days after the event if there is a problem that would result in the full deposit being retained. 	
Alcohol	Groups may serve beer, wine and champagne at their event until 11:00 p.m. A Johnston police officer must be present at any time alcohol is served and staff will be scheduled for the event. Hard liquor is not allowed. As a reminder, if you are getting married on the grounds alcohol can not be served until the officer is present. The charge is \$35 per hour, with a 3 hour minimum.	
Heat/Cooling	The temperature for the building is set at 70 degrees. The building supervisor can adjust the temperature, if needed.	The lower level of the barn is heated/cooled; however the large upper level is not. Two large floor fans are available for cooling purposes. Special pads are available for use if a heater is rented for cold weather.
Facility	The building has a large kitchen with stove, refrigerator and microwave. Items can be stored in the refrigerator and the microwave, tables and countertops are available for use. Ice is available from the ice maker. If the stove is used to cook and prepare food, a \$12.00 fee is added to the rental fee.	A small kitchen with stove, refrigerator and microwave is located on the lower level. Restrooms are located on the lower level.
Equipment available for use	12 - 5 ft. round tables – seat 8/10 people per table, with chairs 2 - 8 ft. rectangular tables 10 - 6 ft. rectangular tables	14 - 6 ft. round tables – seat 8/10 people per table, with chairs 2 - 8 ft. rectangular tables 13 - 6 ft. rectangular tables
Catering	Catering services are not restricted.	
Fundraising Event	For NON-PROFT groups only. Prior written approval from the Park Advisory Board is required.	
NO SMOKING POLICY: Smoking is NOT allowed on city property, including buildings or anywhere on the grounds. Guests can smoke inside their car in the parking lot.		