**Rental Information**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Facility Rental Application & Agreement

Rules & Regs

Pictures of Johnson Center

Pictures of City Auditorium

The City of Alma welcomes you to our facilities. Our staff would be

Contact

City Clerk

Email

614 Main St

PO Box 468

Alma, NE 68920

Ph. (308) 928-2242

Fx. (308) 928-2683

Hours

M-W-F 8:00 am – 4:00 pm

T-T 8:00 am – 3:00 pm

happy to assist you in choosing a location for your event.

**Facilities (Johnson Center and City Auditorium)**

Our facilities are most commonly used for:

* Reunions ● Basketball Practice
* Graduation Parties ● Birthday Parties
* Wedding Receptions ● Roller Skating Parties
* Place for Meetings or Training

**Reservations**

All reservations are taken at Alma City Hall by phone from 8 am to 4 pm Monday, Wednesday, and Friday and 8 am to 3 pm on Tuesday and Thursday.

* You may check the availability by going to google calendars click here
* Rental application submission options: 1) completed on-line and emailed to the City Clerk @ [cityclk@almacity.com](mailto:cityclk@almacity.com), 2) application printed and mailed to PO Box 468, Alma, NE 68920, 3) dropped off at the City Office in the night drop or 4) stop by the City Hall to complete an application.
* Reservations are on a first-come, first-serve basis.

**Description**

* Each of our facilities contain a large event room, bathrooms, kitchen with appliances, dishes, flatware, and dish towels. They are both handicap accessible and are located on Main Street, downtown Alma.
* The Johnson Center’s main room measures 42 x 70. The Johnson Center is equipped with wifi
* The Auditorium’s outside measurements are 110 x 60. It has a stage, basketball hoops and roller skating/blading is an option. It is listed on the Nebraska State Historical Society and the National Register of Historic Places as a historical site.

**Fees**

* The rental fee is required at the time of booking.

Johnson Center - $75 a day for non-profit $100 a day for-profit business

City Auditorium - $35 a day for non-profit $60 a day for-profit business

* A security deposit of $100 is required at the time of key “pick-up”.

***SPECIALS***

* + - If you are booking an event, rent 2 days and receive a 3rd day FREE.
    - If your event is on a Tuesday or Wednesday – receive at HALF PRICE

**Cancellation Policy** - If you need to cancel a reservation, a written notification 60 days in advance of the reservation is required to receive a full refund.

**If you have rented a facility from the City of Alma, we would like to hear from you**! Please let us know how your experience was and how it could be better? Email the city clerk at [cityclk@almacity.com](mailto:cityclk@almacity.com). Thank you!