

Community Center Rules & Regulations

1. ABSOLUTELY **NO SMOKING** ALLOWED IN BUILDING. IF ANY CIGARETTE BUTTS ARE FOUND IN THE BUILDING THE DEPOSIT WILL BE **FORFEITED**.
2. THE PERSON OR GROUP RENTING THE CENTER WILL BE **RESPONSIBLE FOR PICKING UP ALL ARTICLES, OBJECTS OR OTHER THINGS** BROUGHT IN BY THEM. (i.e. boxes, paper cups, beverage cans, flowers, left-over food, and all other trash) ANYTHING BROUGHT IN MUST BE REMOVED. ALL TRASH MUST BE **DEPOSITED IN THE DUMPSTER LOCATED IN THE PARKING LOT**.
3. THE TOWN OF CHURCH POINT **WILL NOT BE LIABLE FOR ANY ARTICLES LEFT IN THE BUILDING**. ANYTHING OF VALUE SHOULD BE REMOVED AT THE CONCLUSION OF THE FUNCTION.
4. FUNCTIONS HELD AT THE CHURCH POINT COMMUNITY CENTER **MUST END AT 1:00 AM**. ADMISSION CHARGES ARE **ONLY ALLOWED BY CIVIC GROUPS AND NON-PROFIT ORGANIZATIONS**.
5. **FOR STUDENT SPONSORED FUNCTIONS: NO ALCOHOLIC BEVERAGES WILL BE ALLOWED IN THE BUILDING OR ON THE PREMISES AND NO ALCOHOLIC COMSUMPTION WILL BE PERMITTED**. ADDITIONALLY, *AT LEAST EIGHT (8) CHAPERSONES* MUST SIGN CONTRACT AND BE PRESENT FOR THE ENTIRE STUDENT SPONSORED FUNCTION. SCHOOL SPONSORED ACTIVITIES WILL BE ASSESSED A \$50.00 FEE FOR SECURITY, BUT WILL BE RESPONSIBLE FOR ALL CLEAN UP.
6. BE SURE TO **LOCK ALL DOORS** WHEN YOU ARE FINISHED.
7. **NO DECORATIONS** OR SIGNS OF ANY KIND WILL BE ALLOWED TO BE **TAPED OR ATTACHED TO WALLS OR CEILING** OF ANY BUILDINGS.
8. NO HEAVY EQUIPMENT ON TABLES, CHAIRS AND IN THE COOLER. **DO NOT PUT CHAIRS ON TABLES**.
9. ALL BEER AND LIQUOR MUST BE IN **LEAK PROOF CONTAINERS**.
10. DEPOSITS WILL BE REFUNDED UPON NOTIFICATION BY CITY PERSONNEL THAT BUILDING HAS BEEN CHECKED FOR DAMAGES. **ANY DAMAGES FOUND WILL BE TAKEN OUT OF DEPOSIT; IF DAMAGES EXCEED DEPOSIT, YOU WILL BE BILLED FOR BALANCE**.
11. KEY FOR EVENT MAY BE PICKED UP 12:00 to 4:30 PM. ON PREVIOUS DAY OF RENTAL, UNLESS BUILDING IS RENTED FOR THAT DAY. OTHERWISE YOU MAY GET KEY AT 6:00 AM. ON DAY OF RENTAL. ALL ITEMS MUST BE REMOVED BY RENTER OR DECORATOR ON DAY OF RENTAL UNLESS BUILDING IS NOT RENTED THE NEXT DAY, MUST BE REMOVED BY 9:00 AM. FOLLOWING DAY. **A \$25.00 FEE WILL BE CHARGED IF KEY IS NOT RETURNED THE FOLLOWING DAY. IF KEY IS LOST, DEPOSIT WILL BE FORFITED**.

I HAVE READ THE ABOVE RULES AND REGULATIONS AND DO HEREBY FULLY AGREE TO THE TERMS OF THIS AGREEMENT.

Signature of Responsible Party/Renter

Date

Signature of Authorized Town Representative

Date