

**BASIC COMMUNITY ROOM RULES**

**FEES:**

All fees must be paid 7 days prior to event, or will result in cancellation of the event.

Church functions or non-profit groups.....\$150.00

Private parties, receptions, rehearsal dinners, reunions, profitable organizations.....\$250.00

Security fee, Mon-Th.....\$12.50 (per hour)

Security fee, Fri, Sat & Sun.....\$15.00 (per hour)

**A \$100 deposit is due and payable upon rental of room.** *(The deposit will be refunded only if everything is intact and as it was before the function.)*

**\*Inspection will be taken immediately after event and on next business day at which that time the deposit will be considered for refund.** *(Accounts payable are issued at 2 week intervals only.)*

No beauty pageants or profitable events.

The room is available on a first come, first serve basis. Usage fee must be paid at least seven (7) days prior to event. Rules and regulations policy must be signed.

**EVENT RULES:**

Kitchen oven may be used for warming purposes only. No actual cooking.

No alcoholic beverages, no smoking.

No decorations on the walls or ceilings. Decorations may be used on tables and/or floor props may be brought in.

Decorating may take place on Friday from 1:00 pm-4 pm before the scheduled event on Saturday or Sunday.

Room must be cleaned up, table and chairs wiped off and floor clean of debris before leaving. Trash must be bagged and security personnel will take trash out.

No other room may be used except for restrooms.

Five (5) hour maximum time limit for use of room.

**OTHER USES:**

Local groups may use the room for training purposes during office hours Monday – Friday for a \$50.00 usage fee.

