

Rental organizers and guests must follow the established Community & Recreation Center Code of Conduct and Facility Policies and Procedures. Violations of such regulations or misrepresentations of use may be cause for immediate cancellation of the rental without a refund. In addition, these guidelines must be followed:

Cancellation Policy

Any Cancellations to the C&RC Rental Agreement must be made a minimum of two weeks prior to the event in order to receive a full refund.

Cancellations made less than two weeks prior to the event will forfeit both the rental fee as well as the security deposit.

More than two weeks' notice (as outlined in the Rental Agreement) may be required for the cancellation of larger events.

Date _____ Signature _____

CONDITIONS OF USE

1. ACCESS – Please note that access is ONLY allocated to the facility room as agreed upon on this agreement. The Lobby is a “general” common area. Food and beverage is to be contained in the Community Rooms unless previous arrangements were agreed upon. An additional fee of \$50.00 per hour will be charged if the Lobby will be used as part of the rental set-up. The above condition applies to both members and non-members. Members may not access facility amenities during the agreed upon rental time unless previous arrangements were made.
2. SET-UP – C&RC Staff will set up tables and chairs prior to rental. No changes will be made 24 hours prior to event. All changes are to be called in 72 hours prior to event. It is responsibility of renter to dress the tables and to wipe down after your event. Any damages to tables/chairs will result in charge determined by C&RC Staff.
3. CLEAN-UP – Renter is responsible to leave all facility rental rooms and kitchen as found.
4. USAGE – Community & Recreation Center Supervisor has right to enter function for purpose of inspecting for proper usage of rooms and to request identification of responsible party. Should person responsible not be present as required, additional charges will be incurred as per non-resident rate.
5. DJ'S & BAND – Sound levels may not exceed the level deemed appropriate by the supervisors of the C&RC. Sound levels will be monitored throughout the event and must be lowered when they become excessive. The Supervisor will have authority to end all music if this rule is not adhered to.



COMMUNITY & RECREATION CENTER
AT BOYCE MAYVIEW PARK

6. DANCE FLOOR – No dance floor will be provided for room rentals.
7. DELIVERY ENTRANCE – All vehicles are required to be moved from delivery entrance once loading or unloading is completed. Vehicles remaining during an event will be ticketed.
8. DECORATIONS – No taping, tacking, or hanging of decorations permitted throughout the facility. Any decorations found in this manner will be removed immediately by a building supervisor. The use of “Confetti, Glitter, or Silly String” is prohibited. All decorations must be approved by the C&RC Staff at least one week prior to your event or meeting.
9. AUTHORIZATION – I have read the above conditions of use and fully understand the C&RC policies and procedures. _____ Initials