

Community Center Rental Rules and Regulations

- The person requesting the use of the Community Center must be at least 21 years of age or older. Community Center Management may require a photo ID.
- Tap shoes or shoes with heels that could cause damage to floors are prohibited.
- Non-marking gym appropriate footwear to be worn in the gym.
- Events involving vehicles or animals (unless a service animal) are prohibited.
- If multiple rooms/areas are rented on the same day by different parties, then the bathrooms and the parking lot will be shared.
- Food and drink are prohibited in the gym.
- Rentals must take place within Community Center hours of operation, unless authorized by the Recreation Director.
- Any duly authorized department employee shall have the right at any time during a function to enter any and all parts of the premises for the purpose of inspection.
- Decorations shall not be attached to the structure of the Community Center. The renter must check with the Community Center manager for exceptions.
- There shall be no rice, confetti, bubbles, silly string, glitter or birdseed allowed in the Community Center.
- Bounce houses are prohibited unless accompanied by a liability insurance rider, listing the city as additional insured.
- Any outside vendors (magicians, face painters, etc.) hired by the renter must be approved by the Facility Manager.
- Tables and chairs are to stay inside the Community Center.
- Smoking will not be permitted within the Community Center.
- The Department will not be responsible for lost or stolen items.
- All trash will be tied up and placed in the appropriate receptacle. Excessive trash incurring additional pickup charges will be billed to the individual or organization that signs the rental contract.
- If the individual or organization that signs the rental contract does not abide by the facility policy and rules, the department may refuse that individual or organization any future rental requests.
- The individual or organization signing the rental contract will be responsible for any missing or damaged items and will be responsible for any damage done to the building during the date reserved.
- This agreement shall not be assigned nor shall you allow the premises or any part of the premises to be sublet.
- The Renter agrees to ensure that the facility and all equipment in the building is left in its original condition.

