

# Liberty Park Community Center

## RENTAL FACILITY RULES AND REGULATIONS

Name of Group or Person: \_\_\_\_\_

Meeting Facility: \_\_\_\_\_

Reserved from: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm on \_\_\_\_\_

The following rules and regulations are applicable to all meeting facilities at Liberty Park Community Center. The individual who has reserved the facility must initial each item indicating that they have read and understood each item. Any failure to comply with these guidelines may result in loss of deposit and will be subject to immediate shutdown of the event.

1. Decorations (signs, banners, etc.) may not be attached to the painted walls in Small & Large Meeting rooms. Decorations permitted on doors, mirrors, ceiling, tables. All decorations and products will be removed at the end of the event. **Initial** \_\_\_\_\_
2. If extensive cleaning, as determined by the superintendent on duty, is required, the renter will be billed a cleaning fee in the amount of \$80.00. **Initial** \_\_\_\_\_
3. Any damages will have to be repaired by the City of Grovetown or a contractor obtained by the city and will be billed & paid for by the renting party. **Initial** \_\_\_\_\_
4. Rental hours for all meeting facilities are from 7am to 9pm. If the facility is not vacated by the time your event is scheduled to end an additional fee of \$40.00 per 30 minutes will be charged. **Initial** \_\_\_\_\_
5. Rental of the facility is for that date of the event only. Groups or individuals who wish to come in the day before to decorate must rent the facility for an additional day. Decorations and refreshments may not be left in the facility the day before the event unless the facility is rented for an additional day. **Initial** \_\_\_\_\_
6. All trash must be placed in trash cans with liners. Additional trashcan liners are available upon request. Do not leave bagged trash outside the facility. **Initial** \_\_\_\_\_
7. Entry fees or cover charges, alcoholic beverages, smoking, illegal drugs, and drug paraphernalia is strictly prohibited. **Initial** \_\_\_\_\_
8. Frying of food is not permitted in any meeting facility or the kitchen. **Initial** \_\_\_\_\_
9. The individual(s) who reserves the facility must be present at the facility throughout the duration of the event. If an issue occurs during the event and said individual is not present at the event, all participants will be required to leave, and the facility secured. If this should occur, there will be no refund issued. **Initial** \_\_\_\_\_
10. All functions must have a department-employed superintendent on duty for the entire length of the rental. The superintendent's duty will be to admit entrance, be present, and close at the conclusion of the event. Any time that is not normal working hours shall be the responsibility of the renting party and must be paid **before** the event starts. Superintendent fee is \$18.00 per hour. Cash only. **Initial** \_\_\_\_\_
11. For security and safety purposes we require the presence officers from the Grovetown Department of Public Safety. One officer per 50 people is/are required to be on duty

during the events hours. The fees for services shall be the responsibility of the renter and must be paid **before** the event starts. Security Officers fee is \$25.00 per hour for a minimum of four hours. Cash only. **Initial** \_\_\_\_\_

12. The cancellations policy is listed below. **Initial** \_\_\_\_\_
  - a. Prior to 90 Days of date = 100% rental fee refund
  - b. Between 60-90 days = 50%rental fee refund
  - c. Less than 60 days = No refund
  - d. Any cancellations due to emergency Military deployment will receive a 100% refund
13. Any renting party not adhering to the policy set forth will be subject to immediate shut down, restricted from future use of city facilities, and losing all deposits. The City of Grovetown reserves the right to cancel any event that has been misrepresented, is publicly offensive, does not comply with venue rental rules or if needed for use of a city sponsored function or event. The event can be cancelled at any time, even if the event has already begun. **Initial** \_\_\_\_\_
14. If an event must be cancelled or interrupted due to a city event, catastrophe, or dangerous situation, the first available date will be offered to the Renter at no additional fee. If a new date is not available or accepted, no refund will occur. **Initial** \_\_\_\_\_

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**Person Renting Facility**      /Date

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**Park Representative**      /Date