

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. No decorations of any kind are permitted on the walls of the Meeting Rooms. In the large Meeting Room, you may decorate the mirrors only and those decorations must 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 as follows: Monday-Thursday: 7:00am-9:00pm Friday: 7:00am-6:30pm, Saturday: 9:00am-5:00pm, except for extended hours until 9:00pm. Sunday: 1:00pm-6:00pm. 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. Set-up/tear-down time **MUST** be negotiated when booking reservations, along with party or event time. Customer is responsible for their own set-up & tear-down, however, staff will assist when possible. **Initial** _____
5. Please be advised, when booking, that there will be other parties going on in other parts of the facility. If you would like to have a private party, you will need to reserve the whole facility, for private parties.
6. 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** _____
7. 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** _____
8. Entry fees or cover charges, alcoholic beverages, smoking, illegal drugs, and drug paraphernalia is strictly prohibited. **Initial** _____
9. Frying of food is not permitted in any meeting facility or the kitchen. **Initial** _____
10. 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** _____

11. 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 \$20.00 per hour. Cash only. *Initial* _____
12. For security and safety purposes we require the presence of Officers from the City of Grovetown, Department of Public Safety, for parties: 50-99 =1 , 100-199 =2 , 200-299 =3, 300+ =4 or more officers 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 \$35.00 per hour for a minimum of four hours. Cash only. *Initial* _____
13. DJs and music are permitted, but Entire facility must be reserved, no exceptions. Music must be Family friendly. PLEASE NOTE: It is the renter's responsibility to negotiate with Staff, if they will have a DJ or any form of music during party time, and the entire facility **MUST** be reserved, to avoid any disturbances.
14. Employees **ONLY** are permitted at any workstation, and computers, we are a Government Entity.
15. 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
16. 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* _____
17. 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.

 Person Renting Facility /Date

 Park Representative /Date