

## ***Attachment D***

# ***Meeting Room Rules & Regulations for 2021***

### Rental Fees

- \$30 per GV residents or \$45 per hour for non-residents.
- \$35 alcohol permit is required when alcohol will be served on park property.
- Rental fees ***include client's set-up and clean-up*** times.

### Payments/Cancellations

- \$50.00 deposit must be paid within **7 days** to hold the requested date.
  - Deposit payment must be a separate payment from your full payment.
  - Deposits may be used for the following on the day of the event: damage done to the facility, additional cleaning deemed necessary by facility staff, additional rental time before or after the agreed time.
- Full payment required at least **2 weeks** prior to reservation date.
- Cancellation Policy: Deposit is non-refundable if event cancels.

### Facility Rules

1. The Grain Valley Community Center is a **Smoke-Free** Facility. Smoking is allowed in designated (outside) areas.
2. Decorations are only allowed on tables, not on walls or ceilings. Special decorating needs may be considered at the time of rental request. The use of glow sticks, cellophane, adhesive tape, staples, screws, nails, etc., on tables, walls, or equipment is prohibited. No use of confetti on tables is allowed. Candles are only allowed on tables with a dish that will catch the dripping wax.
3. All decorations shall be put up and taken down per the agreed rental time on the contract.
4. All trash needs to be taken outside to the dumpster, located on the Northeast side of the parking lot.
5. The renter is responsible for any damage to facility property or equipment. If, after an activity, additional janitorial or maintenance is required (other than normal cleaning) the renter will be charged accordingly.
6. **Users shall vacate the facility at the time designated in the rental agreement**
7. The consumption of alcohol will be allowed under the following conditions:
  - a. The consumption of alcohol is restricted to the Meeting Room.
  - b. The City reserves the right to disallow the use of alcohol to any individual or group.
  - c. Those using the facility must comply with City, County and State laws and ordinances.

I agree to the above information:

Contact Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Any person violating facility rules and regulations may be requested to leave the facility, and possibly cause forfeiture of the renter's deposit.**