

INDOOR SPECIFIC POLICIES

Indoor General Policies

- Setup may not begin before the rental time. All activities, including cleanup, must be completed by the end of the rental time.
- An alcohol use agreement must be completed prior to the event in order for alcohol to be served. Users should keep the alcohol use agreement present and easily accessible throughout the event. Alcohol is not permitted for graduation parties/open houses. Any party observed to be serving alcohol without an alcohol use agreement or in violation of our alcohol policies will be closed immediately with no refund of room usage fees or deposit.

Building Usage Policies

- Renters have access to the entire city hall parking lot unless otherwise specified by city personnel. If directed to use a certain area of the lot, renters agreed to make every effort to direct their guests to use that area.
- Renters and their guests are limited to the bathrooms on the floor of the room(s) they are renting unless otherwise specified. Users of Municipal Park are also able to use the bathrooms at city hall. All users are responsible for cleaning up after themselves and leaving the facility in good condition. Renters are responsible for ensuring their guests do not wander throughout the building and/or utilize spaces that have not been rented to that party.
- Renters are required to remove all of their decorations from the premises at the end of their event. Trash should be placed in the trash bins.
- Rental of the kitchen includes access to ice machine, dishwasher, refrigerator, stove top/ovens and coffee maker for the purpose of reheating, warming and/or cooling foods only. The kitchen may not be rented stand-alone except by professional chefs. Event organizers or participants are not allowed to open cupboards or drawers to use items belonging to the facility. If the kitchen is not rented, it will be locked.
- A digital projector, screen, wired microphone, cd player, dvd player and audio are available for rent in the community room only. Event organizers must contact the recreation coordinator or rental assistant at least one week before their event to set up a time to test compatibility of their equipment with our equipment. Event organizers must provide their own connections to the projector and audio equipment.
- Rental of an indoor space includes use of furniture, limited to tables and chairs. The meeting place, council chambers and community room can be arranged according to the needs of the applicant as long as a room diagram is provided at least two weeks before the event. Furniture for rent is subject to availability. For an update inventory of what furniture is available, applicants may contact the Recreation Coordinator. Furniture may not be rented by itself for use off-site or outside. Linens, place settings, dinnerware, silverware, serving dishes, glasses, coffee/tea sets, kitchen utensils, etc. are not available for rent or use outside of city events. Rental of dance studio or fitness room includes use of equipment in the room unless otherwise marked.
- Music and noise levels must be respectful towards other users of the building. Renters must abide by directives from city personnel in regards to excessive music or noise volume. Music and behavior of users should be respectful of use of a public building.

Decorations, Prohibited Items and Events

- Decorations are limited to tables only. Nothing may be attached to walls, floors, ceiling or fans. No loose decorations such as confetti or glitter may be used. All decorations must be removed by the users at the end of the event. Open flames and candles are prohibited.
- Events with tickets or admission fees are prohibited. Exceptions may be made for "suggested donation" events for non-profit organizations and schools if known in advance.
- Events in which products/services will be sold or promoted, ex. Mary Kay parties, are prohibited.
- Children's parties are prohibited in the community room.
- Smoking of any kind, vaping/electronic cigarettes, marijuana and marijuana infused products are prohibited.

Signed: _____ Date: _____