

RULES AND REGULATIONS OF THE HIGHLAND HTS. COMMUNITY CENTER

1. The Renter must be a Highland Hts. Resident, 21 years or older.
2. The Renter/Resident must sign the application and leave a \$75.00 security deposit.
3. **The Renter/Resident must be present during the entire block of time rented. Failure to do so will result in loss of the security deposit. The Renter/Resident must sign in and out with the custodian at the event.**
4. The Renter/Resident will review, sign, and abide with items on the SIGN IN/OUT FORM, which will be reviewed at the time of signing the application.
5. Reservations cancelled less than seven (7) days prior to the event are subject to a twenty-five (\$25.00) cancellation fee.
6. Rent must be paid at least 2 weeks before the event.
7. Any right or privilege granted to any person(s), or organization to use the Community Center or any part thereof, is personal and exclusive and shall not be transferable to any other person(s) or organization.
8. The rented rooms shall be cleaned and vacated by the end of the scheduled hours of access printed on the application. If the event extends past the scheduled ending time, \$25.00 per each additional hour (or any part of the hour) over the scheduled ending time, will be deducted from the \$75.00 security deposit.
9. The cost of repairing any damage to the facility or its contents will be charged directly to the Renter/Resident in occupancy at the time of damage.
10. CATERERS: The Renter/Resident is responsible for the caterer. The caterer must adhere to all the rules set forth by the Community Center. The Renter/Resident is responsible for supplying the caterer with a copy of KITCHEN RULES.
11. Refreshments may be served in individual meeting rooms without the use of the kitchen.
12. Use of the kitchen, or any of the kitchen appliances, is prohibited unless the kitchen is included in the rental application/fee.
13. The Community Center closes at 11:00 p.m. Sunday thru Thursday and 12:30 a.m. Friday and Saturday. Alcoholic beverages and DJ/band music is to stop at 12:00 midnight.
14. The Renter/Resident is responsible for leaving the Community Center in the condition in which it was found.
15. Tables and chairs are to be wiped free of crumbs, debris and spills, leaving them ready to be put away.
16. **Smoking is not permitted in the Community Center.**
17. **Animals are not permitted in the building.**
18. **The use of confetti is prohibited. Loss of security deposit may result if confetti is used.**
19. **The use of lit candles is prohibited. Loss of security deposit may result if lit candles are used.**
20. **The use of double sided tape is prohibited.** Loss of security deposit may result if double sided tape is used.
21. The use of materials on the walls, floors, windows is prohibited unless permitted by the Coordinator prior to the event.
22. Decorations may not be secured to the ceiling by lifting the ceiling tile/grids. Removable tape may be used on the metal door frames or on the metal ceiling tile grids. TAPE MAY NOT BE USED ON THE CEILING TILES.
23. Renter/Resident is not to open, close or move the tables. Renter/Resident will consult with the custodian on duty if table arrangements need to be made.
24. All furniture and furnishings are the property of the City and are not to be removed from the building. No furniture or special equipment may be brought into the Community Center without prior approval of the Community Center Coordinator.
25. **Security** is required at high school graduation parties and wedding receptions when beer, wine, and/or alcoholic beverages will be served. The Coordinator will arrange for a security guard. The Renter/Resident is responsible for paying for such services when they are rendered. The security guard must be on duty from the starting time of the event until the close of the event.
26. A liquor permit (F-2) must be obtained, from the State, by the Renter/Resident, if alcohol is being served at an event where admission tickets have been sold.
27. "Bring your own bottle" parties are prohibited. A cash bar is prohibited.
28. Attendance at a private engagement must be by invitation only. Residents or businesses cannot sell tickets at the door for an event.
29. Children at parties are not permitted to toss balls and items inside of the facility. Children are to be supervised and are not to be in rooms that have not been rented for the event.
30. All youth functions must have adult supervision. Children 5 and under must have 1 adult per 5 children; 5-10 years – 1 adult per 10 children; 10-15 years – 1 adult per 15 children; 15-21 years – 1 adult per 20 children.
31. Use of a fog or smoke machine is prohibited. Balls and blow up bats may not be given away as prizes.
32. Lost and Found – if an item is left at the Center, and no personal identification is on the item, it will be kept for one month from the date of the event. After that time the item will be given to charity.