

Rules & Regulations for Rental of Civic Center

____ Non-Profit Organization Rental

____ Private Individual or For-Profit Organization Rental

Responsible Party Name, Address, Phone # _____

1. Reservations for the facility must be made a minimum of 7 days in advance of the date of event and scheduling deposit paid in full at that time. Full payment of rental and damage deposit must be paid no later than 72 hours in advance.
2. The rental period begins at 7:00 a.m. on the day of the event. All events shall conclude by 2:00 a.m. All decorations and other items of lessee must be removed at the end of the event. Any additional hours must be agreed upon with the facilitator and the facilitator will be compensated by the lessee at a rate of \$20.00 per hour unless during normal working hours, per rental agreement.
3. Lessee will be responsible for any and all damage to the building and contents, including any damage in excess of the damage deposit amount. Damage deposit will be refunded when City Hall is notified by staff that the building and area is free of damage.
4. City of Winnfield Staff, Winnfield City Police Department, or Winnfield City Fire Department has the right to full access to any event and has the authority to shut down any event for violation of rules.
5. Refunds will be allowed only if canceled in writing, by lessee, at least 72 hours in advance of the event date. Cancellations with less than 72 hours' notice will forfeit scheduling deposit.
6. Stove is to be used for warming purposes only. No cooking which will produce grease laden vapors. (No Frying.)
7. Absolutely no tape, staples or nails can be attached to the building in any way.
8. Tables and chairs or any contents of the building shall not be removed under any circumstances.
9. Absolutely no tobacco products or allowed in building.
10. All participants must remain inside the building. No congregating/loitering in parking lot.

Additional Special Provisions for Function for Minors

1. **Absolutely No alcohol**
2. **At least 4 responsible adults (minors 12 years of age and under) must be present before doors open for the event and 4 responsible adults must remain throughout the event.**
3. **If the event is for minors age 13 and up, a minimum of 2 security people must be provided through City Hall at a rate of \$20.00 per hour, per rental agreement. An additional 2 responsible adults must also be present throughout the event.**
4. **Any participant is subject to be searched.**

I have received and read all of the rules and regulations listed above and agree to abide by them.

Lessee (Responsible Party)

Date