Rules and Regulations for Rental of Grove Street Gym or Moss Street Gym

_____ Non-Profit Organization Rental ____ Private Individual or For-Profit Organization

Responsible Party Name, Address, Phone# _____

1. Reservation for facility must be made a minimum of 7 days in advance of date of event and scheduling deposit paid in full at that time. Full payment of rental and damage deposit must be paid in full no later than 72 hours in advance.

2. Rental period is for a four-hour period. Any event lasting more than hours will require special approval. All decorations and other items of Lessee must be removed at the end of event. Any additional hours must be agreed upon with the facilitator, and the facilitator will be compensated by lessee at a rate of $20.00 per hour unless during regular working hours, per rental agreement.

3. Any event in Gym is subject to 11 p.m. curfew per Ordinance No. 14 of 1995.

4. Refunds will be allowed only if canceled in writing, by the lessee, at least 72 hours in advance of the event date. Cancellations with less than 72-hour notice will forfeit scheduling deposit.

5. Lessee will be responsible for any and all damages to building and contents, including any damage in excess of damage deposit amount. Damage deposit will be refunded when City Hall is notified by staff that building is free from damage.

6. City of Winnfield Staff, Winnfield City Police Department or Winnfield City Fire Department has the right to full access to any even and has the authority to shut down any event for violation of rules.

7. Absolutely no alcohol.

8. Absolutely no tobacco products.

9. No food or drink is to be brought in unless provided by the lessee.

10. All participants must remain inside the Gym. No congregating/loitering in parking lot.

11. Any participant is subject to being searched.

Dance Provisions

1. At least 4 responsible adults must be present before doors open for the event, and 4 responsible adults must remain present throughout the event. If minors are over the age of 13, a minimum of 2 security officers must be provided through City Hall at a rate of $20.00 per hour, per rental agreement.

2. The hours of event shall be set in advance.

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

_____ _____

Lessee (Responsible Party) Date