

# RULES AND REGULATIONS FOR RESERVATION & RENTAL OF LEGION CENTER

**FEES: \$150.00 Reunions/Dinners**

**\$35.00 Refundable Key/Damage Deposit**

**RESERVATION REQUEST** may be made by phone or mail but is not valid unless the requester comes to the Department of Leisure Services office between 8:30 a.m. to 5:00 p.m. weekdays to pay \$25.00 reservation deposit. The remainder of the rental fee is to be paid one week prior to the date of use.

**RENTAL CONFIRMATION** is made at time rental fee is paid. Renter is to provide information required for DLS staff to set up room for the affair. Renter will be asked to draw a simple diagram for the table and chairs placement. **NOTE: DLS does not guarantee the set up will be completed earlier than 10:00 a.m. on the day the facility is to be used.**

**RENTAL KEY** may be picked up the day prior to the weekday events. Keys for Friday, Saturday and Sunday affairs must be picked up before 12:00 noon on Friday prior to use of facility at DLS Office.

**RENTAL FEE INCLUDES:** Major cleaning, set-up and use of facility only.

## **RENTER IS RESPONSIBLE FOR:**

- ! Leaving the building as found.
- ! Sound Equipment and Camera Equipment
- ! Extension cords for any equipment used.
- ! Removing table covering and placing with all other trash in the trash cans provided. Trash cans should be emptied in the dumpster at the end of the building. Wiping any spilled beverages or food off the floor.
- ! Turning off air conditioning or heat before leaving the building.
- ! Turning off all lights and checking to see if all doors are locked.
- ! Removal of any audio-visual or cooking equipment, decorations, instruments or any other personal property of renter or guests **by 12:00 a.m.** DLS is not responsible for any of the renter's personal property left in the building at any time.
- ! Paper, trash and litter are to be cleaned up from the grounds in front of the building.

## **RESTRICTIONS INCLUDE:**

- ! **NO** serving of alcoholic beverages or controlled substances in the building or on the grounds
- ! **NO SMOKING** in the building.
- ! **NO** banners or decorations are to be hung from the ceiling or on the walls.
- ! Due to the Noise Ordinance, music and sound equipment should be kept at a respectable volume. Music is to be stopped **NO LATER THAN 11:00 p.m.**
- ! Renter **will not** enter the building before 8:00 a.m. on the day of use and must vacate the premises by 12:00 a.m. **NO EXCEPTIONS**, Renter will be charged for another full day if entering or leaving before/after these times.
- ! Any damages to building from participants will be the responsibility of sponsoring organization, individual or hosting group.
- ! DLS reserves the right to refuse future use of Legion Center to any organization, individual or group who violates these rules and regulations.

## **REFUNDS OF DEPOSIT WILL BE MADE IF:**

- ! Reservation is cancelled 72 hours prior to date of use.
- ! No damage has been done to building and key is returned promptly.
- ! ***If the building is not left as found, a clean up fee will be required.***