



RENTAL RULES AND REGULATIONS

Condition

It is understood that the Renter is responsible for any damage to the facility resulting from their use of the facility. Generally the facility is to be returned to its original condition after the event. All extra-ordinary janitorial or other costs will be the obligation of the Renter.

Move-In and Move-Out Inspections: At the agreed upon move-in time, Renter and Center Staff will tour the facility, grounds, and parking lots, noting the condition of the facilities. An analysis of power and utility use for the event will be completed during the inspection. Also at this time, Renter will receive instructions on facility operation. After the event, Center staff will conduct an inspection of the facility and grounds. It will be the responsibility of the Renter to remove all outside equipment brought in for a function, see that all the trash in parking lot is picked up and see that all trash is neatly stored in the containers/dumpster provided. Any damage to the facility beyond general wear and tear will be charged to the Renter.

Event day access time: Renter will choose time for access to center, if renter does not arrive at set time they will be charged \$50.

End of event procedures: Event ends at designated time. One hour will be allotted for clean-up, after one hour, renter will be charged at \$50 per hour for any additional time needed. All alcohol sales, service and music will stop 30 minutes (11:30pm) prior to the end of the event. All guests must leave facility by midnight except for those helping to clean up.

Renter Responsibilities: Clean kitchen and bar (do not have to mop), Remove all trash from tables, floors etc. and take out to dumpster, Remove all decorations and personal belongings – nothing can be left for later pick up, check bathrooms, Wet mop all large spills, Band is tore down and moved out

Garbage: It is the Renter's responsibility to remove all trash (paper, plastic cups, paper plates etc.) and place garbage inside of the dumpster. Garbage bags (20) will be provided for inside garbage receptacles. All cardboard boxes must be broken down and put in cardboard recycle box

Linens: Rented linens must be stripped from tables and put in blue laundry bags.

Kitchen Use: All Items used must be returned in good working condition. Kitchen and all items used must be in the same condition as before event. Any additional charges above and beyond what is covered by deposit will be due and payable upon receipt of invoice after the event.

Security: During any event that requires security, the security personnel are in charge of the Community Center and will enforce all rules. Adequate security for the event is determined and arranged by the Center, and are required for public and private events. If serving alcohol additional security guards are required. The Renter is financially responsible for any property damage or injury to persons present resulting from the event. ***Security has the right to shut down your event if the number of guests exceeds the number of guests specified and paid for. Further, security has the right to shut down an event or remove persons violating any rules, laws, or undesired behavior. This includes guests drinking in the parking lot. No exceptions, No Refunds.**

Stage Use: **No food or drink on stage.** All performers and/or guest are not allowed to have any food or drink on the stage or steps leading to the stage area. Band must use Gaffe tape on the floor, clear plastic tape is not allowed. Please notify staff if needed. Children are not allowed to be on the stage except to perform and must have adult supervision at all times. All additional charges assessed for cleaning will be due upon receipt of invoice after the event if the amount exceeds the cleaning/damage deposit.

Lights and Electricity Needs: Any broken light fixtures or switches will be repaired or replaced at Renter's expense. Renter is responsible for any misuse (such as overloading breakers) of power outlets. Additional charges assessed for damage will be due and payable upon receipt of invoice after the event, if the amount exceeds the cleaning/damage deposit.

Sound System: Use of the sound system is available as part of your base fee. Damage to sound system due to excessive volume will result in charges to the account. Only outlets on the stage can be used, no extension cords allowed off of the stage. Volume must be kept at 45 decibels or below. All doors must be closed when music starts. Security will monitor volume.

Community Center Property: The wooden panels in the lobby are NOT to be moved or used by renters

NO:

- Smoke or Fog Machines
- Staples, screws, tacks, nails, duct tape and glue of any kind are to be used on any building surface or equipment.
- Painting of any kind can be done inside or outside of the facility
- **confetti, gum, glitter or fireworks**

Candles: Only non-flame (battery operated) candles are allowed.

Helium balloons: While filling balloons helium tank must be secured with a chain to a cart or pole. All helium balloons must be removed from the ceiling at the end of the event.

Smoking: **ABSOLUTELY NO SMOKING IS ALLOWED INSIDE THE BUILDING.** Please smoke in the outside designated areas- at least 20 feet from building

Parking Lot: Overnight parking is not allowed on the property and is subject to fines by Hermiston Police Department.

Animals: Animals, other than service animals, are not allowed in the Community Center.

Guests:

- Will not be allowed to bring in any outside food or drink once event has started. Sealed water bottles will be allowed.
- If guests are visibly intoxicated they will not be allowed to enter event
- Guests leaving event to go to parking lot to drink will not be allowed back inside
- When event has reached capacity, no new guests will be allowed to enter for remainder of event.