

Rutland Community Center Facility Use Policies and Procedures

We appreciate the opportunity to provide a facility for your use. Please take a few minutes to review our policies and procedures. Any exceptions to these policies and procedures should be pre-approved by City staff and/or the City Council and communicated accordingly. Please direct your questions to City Hall at 724-3280. The City reserves the right to refuse to rent to any party violating the terms of the agreement, policies or procedures.

GENERAL INFORMATION

- Any person at least 21 years of age, or any organized group may submit an application to reserve City facilities. **Please make application at least 2 weeks prior to the requested date.**
- All applications, and Special Use requests are subject to review and approval by City Council and/or City staff. Use Agreements are not transferable. A new application must be submitted with all appropriate fees, for each new date requested.
- Residency is based on the permanent address of the responsible party. The responsible party shall incur all costs and be responsible for damages and liability. The responsible party will also receive any refund checks after the event.

FORMS and RENTAL CONFIRMATION

- *Rental Application* - the deposit fee needs to be collected when submitting the application to fully reserve the date, then the room rent must be paid at the time the keys are picked up.
- *Special Use Permit* - required when alcohol is present at any event.

You will receive the applicable keys and any other forms or permits that are required. These documents should accompany you on the day of your event. A rental confirmation can be given to you upon request for approval of your event.

GENERAL RESTRICTIONS

- A. Any event or activity to be attended by a majority of persons less than 21 years of age are required to have one (1) responsible adult over the age of 21 in attendance for every ten (10) persons under 21. The responsible adult is to be present at the community center during entire operation hours.
- B. All events must be completed by 2 a.m. The City of Rutland noise ordinance (12.0302), which, in part, restricts most noise after 11:00 p.m., prohibits any loud noise that may disturb residents of the community. The responsible party should assure that all City Noise ordinances are followed and remind all to be courteous of those who live in close proximity to the Community Center. The responsible party present during events should periodically monitor outside activity to assure compliance.
- C. The Community Center is a smoke free building. Smoking is NOT allowed inside or outside within 20 feet of all Hall entrance/exit doors. It is a class B misdemeanor for a minor (under 18) to smoke, use or possess cigarette and tobacco products.

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EQUIPMENT

- A. Applicant is responsible for room setup and takedown. (*Clean-up is to be completed immediately following your event, or no later than noon the following day provided Hall is not reserved for another use.*)
- B. All tables and chairs should be returned to their original location. (6 tables u-shape with 2 chairs at each table left out in Southwest corner of Hall).
- C. Under no circumstances shall chairs, tables, or other equipment belonging to the City of Rutland/Rutland Community Club be removed from the facility without prior approval. Sitting/walking/standing/dancing on tables is prohibited.
- D. Electrical appliances i.e. coffee/crock pots, roasters etc. may be utilized for food service. Please utilize common sense to not overload the circuits with these appliances. Circuit breakers are located in the kitchen and in the front Hall entry in the event of an overload.

GENERAL CONDITIONS OF USE

- A. CLEAN UP (*same day, or by noon the following day provided Hall is not reserved*) – All floors should be swept and mopped, tables wiped down AND DRIED prior to putting away, restrooms cleaned, outside of building inspected, and all garbage placed in appropriate outdoor containers (dumpster located in the back of the building). When using Hall cloths you are responsible to wash and return as soon as possible. *Please leave the facility as clean as you found it (mops are located in the kitchen entry area and the vacuum cleaner is located in the chair storage closet).*
- B. Decorations may be put up with scotch or masking tape, tacking putty or other product approved by the City. **No** staples, duct tape, nails, or tacks are to be used in the Community Center.
- C. Animals are not allowed inside the facility without prearranged agreement.
- D. All exterior doors are to remain closed. Heat & Central Air thermostats, if adjusted, must be returned to prior setting (60°).

Various groups utilize the Community Center during each week. A general inventory of supplies and inspection of equipment will be done periodically to assure that the Community Center is kept in a clean, orderly and safe environment for all patrons. It is important that you conduct a spot check of the community center room *prior* to and immediately following your event. It is anticipated that the Hall will be left in as good or better condition.

Initial Inspection/Cleanup-Closing checklist is provided with each confirmation of rental and posted at the community center for your reference.