

Rules and Regulations Governing the Use of Community Center Facilities

General Rental

1. All events will take place during specified day and times.
2. Posted building capacity shall not be exceeded.
3. The permitted is liable for damage caused by neglect or carelessness or violation of rules and regulations. NOTE: This may also cause cancellation of further use privileges by the same organization or individuals.
4. Adult chaperones are required for all youth activities that are open to the public.
5. Agreement for use of facilities shall be on an as-is and as-equipped basis. Building equipment used for WCIA-sponsored programs is not to be used or moved without prior approval.
6. NO SMOKING in/around the building or the park at any time. THIS IS A TOBACCO FREE SITE.
7. Storage of personal and/or organizational property is not allowed on site.
8. WCIA has a 100% healthy beverage policy and a standard for healthy nutritious meals and snack. There is no soda pop allowed, diet or otherwise, and no fast food. Meals coming from the Jefferson kitchen shall meet these standards.

Alcoholic Beverage

1. These facilities will not be rented for events at which the consumption of alcoholic beverages will be a principal activity.
2. Alcoholic beverages may only be served and consumed in connection with private receptions, banquets, parties and similar events.
3. All precautions shall be taken against drinking and driving
4. Alcoholic beverages will not be served or sold at public events at this facility.

Special Community Center Amplified Music

1. Time Limits: Sunday through Thursday - 8:00 pm, Friday and Saturday Nights – 10 PM
2. All doors and windows must be kept closed during the use of amplified music.
3. The permitted will make periodic checks of the outside noise level during the use of amplified music and will adjust settings to keep at an acceptable background level.
4. Periodic public announcements are to be made during the event to ask participants to be respectful of neighbors: no litter or loud noises outdoors.

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Set-Up and Clean-Up

1. Decorations are permitted in all areas if carefully applied and removed.
2. It is the responsibility of the user to set up, take down, and return to storage locations all necessary equipment, such as tables and chairs. WCIA does not supply any table linens or serving ware.
3. When using the kitchen please be sure that the floor is swept and mopped. Please clean all areas that are used including the stove, refrigerators, counter tops and cooking/serving equipment.
4. Please use plastic liners in the trash cans provided.
5. We would ask that you vacuum/sweep and mop (as needed) the areas. There will be a \$50 clean-up fee charged if all areas are not left as they were found.
6. If food or alcohol is spilled on the flooring it is your responsibility to work on removing the stain. Fees may be added if professional cleaning is required.
7. Restroom trash needs to be in receptacles and any graffiti removed.
8. Before leaving make a final check: heating and lights must be turned off and doors locked. Exit lights are to remain on.
9. Please return the keys to the Amber at The Jefferson Community Center.

Insurance Requirements

1. Insurance coverage is required for all permitted. A certificate of coverage must be provided, naming Westside Community Improvement Association as additional insured, for the amount of \$1,000,000.00 with no deductible.