

Rockvale Community Center Facility Use Requirements

Accessibility: - The Rockvale Community Center shall be accessible for reservations as established by the Rockvale Ruritan Club. Completion of facility rental documents, key pick up, and key return shall be arranged by the Rockvale Ruritan Club. Contact Eddie Macon (615) 542-1911, or Amberly Clemons (615) 336-6516, or Bob Farris (615) 274-6215 for details or questions.

Alcoholic Beverages: - No alcoholic beverages are allowed inside the facility or on the grounds of the facility.

Smoking in Building or on Property: - No smoking is permitted in the building or on the property.

Capacities: - The seating capacity for the kitchen/dining area is approximately 30. The gym area is full-scale with basket-ball court. A goal is located at each end of gym. Pull-out bleachers are available at either side of the court. There are restrooms located in the lobby of the building and a single restroom is in the kitchen area.

Clean-Up: - At the conclusion of the event, the Rockvale Community Center is to be left clean. Brooms, mops, and other cleaning supplies are located in the Hall Way at the main entrance of the facility. Please wipe up any spills and leave floors broom cleaned and mopped. All trash/recycling is to be removed from premises upon your departure. A dumpster is on-site for this purpose.

Lights: All interior lights must be turned off when the event is over and the building is vacated. **Deposit could be forfeited if the interior lights are not turned off.**

Lock/Secure Doors: All doors must be locked/secured when the event is over and the building is vacated. This includes the outside access crash bar doors for both the gymnasium lobby and the basketball court area. Lock the doors and place the keys in the drop box located on the front, outside entrance wall. **Deposit will be forfeited if keys are not returned within 3 days. A lock-change fee will be charged, or possible prohibition from future use of the facility, if keys are lost/not returned.**

Damage: - Renters are responsible for any damage to Rockvale Community Center or its furnishings caused by but not limited to guests, caterers, florists, and musicians.

Decorations/Flyers/Signs: - Renters are permitted to decorate the facility. Time will be given immediately prior to your event in order to prepare. This time will have to coincide with any rental that is schedule prior to yours on that day. All decorations must be removed from facility and grounds by the end of your rental period.

Deliveries & Storage: - Delivery of items prior to a function is discouraged, as there is no space or secured area. The Rockvale Ruritan Club is not responsible for any equipment or property, which is lost or damaged before, during or after an event. All equipment and property must be removed by the end of the event.

Entrance: - The keys will operate the front door and inside door for entering the meeting room.

Kitchen: - The Rockvale Community Center does have a kitchen available for your use. It has a stove, refrigerator and sink. There is not an icemaker available.

Music/Noise: - The Rockvale Community Center is located in a residential neighborhood. Excessive, high decibel music or other noise causing complaints by neighbors may result in termination of your event.

Parking: - Parking is available in the gravel parking area to the front and side of the Rockvale Community Center. Do not park in the driveway or block it in any way.

Public Safety: - Renters are prohibited from placing items in corridors or blocking emergency exits. Clearance must also be maintained around fire hydrant and nothing may be attached to them. The use of flammable material, open flames or other such devices are strictly prohibited.

Rental Period: - The standard rental period is \$40/hour for the kitchen/dining area and \$40/hour for the gym area. Rental of only the kitchen/dining area does not provide for use of the gym area; the gym must be rented in addition to the kitchen/dining area. Failure to follow the rental rules for the gym shall constitute the action to not return any of the rental deposit. Additional time will be charged in full hour increments.

Security Deposit: - After a post event inspection, security deposits will be mailed in the form of a check from a Rockvale Ruritan Club member unless damage to the facility or failure to follow any of the rules and regulations cause partial or total forfeiture. Any additional charges incurred (e.g., additional hours of rental) will be subtracted from the security deposit.

Thermostats: - The thermostats in the kitchen/dining area shall set at normal operating temperature level by the Rockvale Ruritan Club in advance of the event/rental. At the conclusion of the event, the renting party is to reset the thermostats to 68 degrees in the winter and 78 degrees in the summer in order to conserve energy. Use of gym heaters must be prearranged with the Rockvale Ruritan Club prior to the event.

Non-Profit/Special Event Use: Under circumstances approved by the Rockvale Ruritan Club, use of the Rockvale Community Center could be allowed free of charge: Boy and Girl Scouts, Rockvale community organizations, special community fund raising events, etc. The use must be pre-approved and placed on the reservation calendar in advance of the event. The non-cost events must follow the same rules as outlined in this document for paying users.

Failure to adhere to any of the above regulations may result in forfeiture of the Security Deposit and/or possible future use of the Rockvale Community Center.

Signature: _____ Date: _____