

**TOWN OF BERRY CIVIC CENTER
RULES AND REGULATIONS
FOR FACILITY RENTALS**

1. Reservations may be made during regular office hours- Monday-Friday 8 am – 4 pm. only and are made on first come first serve basis.
2. Reservation confirmation should be in possession of the rental party for the duration of the rental period.
3. All paperwork, which includes the contract, will be signed and the deposit paid at the time the reservation is made. Facility use fees must be paid when the key is picked up. See Fee Schedule for amount.
4. There is a \$50 deposit required for all meeting rooms and a \$100 deposit required on the auditorium rental. All money will be receipted and deposited. Deposit amounts will be returned within 10 working days (if applicable). The rental party will assume complete responsibility for damages and accidents occurring in the area during the rental period. Rental party is limited to use of his/her reserved area only.
5. CANCELLATION POLICY. NO REFUNDS will be given. In the event an emergency arises and cancellation is necessary, contact the Town of Berry as soon as possible and complete a Cancellation Form with written verification of emergency. If these procedures are followed and proper notice (at least one week in advance of the reservation) is given, rescheduling may be allowed or a credit permitted for the amount of the fee. However, a \$25 processing fee will be attached to all cancellations.
6. Some events held at the center will require an attendant to be on site. Attendant’s fees will be paid directly to the attendant by the organization or person contracting the use of the facility. This fee is to be paid upon completion of the function and does not include set-up or breakdown of rooms on nights or weekends.
7. If a high school function requires a large amount of chairs and tables in the facility, the high school will furnish the labor and the tables and chairs will be set up by this labor under the supervision of a town employee.
8. The Town of Berry is not responsible for lost or stolen articles on the property. It is strongly recommended that you do not bring valuables into the facility.
9. Absolutely **NO** alcohol, drugs, firearms/weapons or tobacco will be allowed on Town property.
10. **NO** animals are allowed on Town property with the exception of animals used for disabilities/impairments (example: service dogs).
11. NO confetti, glitter, staples, tacks, or tape on the walls is allowed.
12. The renter is responsible for the behavior of their group and the care of the facility and contents. Damage to facility or contents or theft of contents will taken out of deposit paid. Any additional charges to repair or replace facility contents in excess of deposit amount must be paid by renter.
13. Town and/or law enforcement personnel have the right to enter and inspect the premises at any time. Violators may be asked to leave immediately with no refund of rental fee or deposit. Violators may also be subject to criminal prosecution.
14. The Town of Berry reserves the right to reschedule an outside function, when an unforeseen need arises for the Town to use its own facilities. A full refund will be given to the renter under this condition.
15. The organization may bring its own food, and the community center’s kitchen will be open for private use.
16. Spills are to be mopped, kitchen counters cleaned, trash emptied, all lights and utilities that have been used shall be turned off, and all outside doors shall be locked.
17. Anything brought into the center must be removed within 24 hours or it will be discarded.
18. The center’s key should be placed _____ inside the center.
19. The Facility Coordinator and business staff, with the consent of the Mayor, reserve the right to refuse facilities for future events to groups that have abused the town facilities.

I have read the aforementioned rules and regulations and the fee schedule for Town of Berry Civic Center and do hereby agree to abide by them.

Authorized Representative of Organization

Date

FEE SCHEDULE

<u>FACILITY</u>	<u>REFUNDABLE DEPOSIT</u>	<u>FACILITY RENTAL PER DAY</u>	<u>ATTENDANT’S FEE(IF REQUESTED)</u>
AUDITORIUM	100.00	125.00	20.00 PER HOUR
STAGE AREA	100.00	100.00	
DINING AREA	100.00	75.00	
SMALL/LARGE MEETING ROOM	50.00	25.00	