

ROWAN COMMUNITY CENTER USE POLICY

** Rentals will be made on a first-come, first-serve basis.*

**Dates will only be held temporarily, until a payment is made to secure the date. Cancellations may be made prior to seven(7) days before event with a full refund. Rental fee will not be refunded if cancellation is made less than seven(7) days before the event.*

**Exception to the rental fees: City, Library, School, Ministerial Assoc., Legion, Lions, 4-H, and Scouts. In these cases donations are appreciated.*

**If the Center is to be used after business hours, the person reserving the room must pick up a key at the City Office or Library during business hours and return to Clerk or Librarian or put in the Library outside book drop.*

**Activation of the Rental Contract requires two(2) checks. The first is a rental fee of \$50.00 per day for the use of the Community Center. The second check is a clean up and/or damage deposit of \$100.00. The damage deposit check will not be cashed prior to the event and will be returned in full if all provisions of the contract are met. Any assessed damage beyond the \$100.00 will be billed to renter.*

**Room use agreement must be signed and rental fee paid when booked. Renters shall be responsible for and pay for any damages.*

User is responsible for checking restrooms, turning off all lights and locking the building before leaving.

The rooms must be left clean.

You must take your trash with you when you leave.

The room must be left in the same condition that it was found before being used. If tables and chairs are used, they must be taken down and put away.

A broom and mop are available in the utility room behind the kitchenette if needed. Please leave any towels used in the laundry bag in utility room.

**Food or beverages may not be carried to any parts of the building other than the Community Center.*

**No tobacco or controlled substances may be possessed or consumed on the premises. This is a smoke free facility. No smoking is allowed in any area of the building.*

**No alcohol is allowed on the premises. The minimum penalty for such an offense is \$200.00.*

**Children's or youth groups using the facility are required to provide constant on-site supervision by an adult 18 years or older.*

**The fact that an individual or group presents a meeting or program does not mean that the City or City Council endorses that policy or belief.*

Vendor shall hold harmless City of Rowan, together with its employees, volunteers, employers, principals, agents, insurers, attorneys, officers, directors, predecessors, subsidiaries, affiliates, successors and assigns, from any and all losses, expenses, liability, claims, demands, charges, complaints, controversies, actions, causes of action, and suits at law or in equity, of any kind or nature whatsoever, including without limitation claims of bodily injury (including death), injury to any person, damage or alleged damage to property, any claim under any local, state or federal statute, and any claim under any other statutory, administrative, constitutional, contractual, tort, common law or other legal or equitable theory whatsoever, related to, directly or indirectly, or in any manner incidental to Vendor's use of the Convention Premises and/or Desired Activities. Such indemnification shall include without limitation any and all attorney fees, court costs and any and all other costs and expenses.

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I have read this agreement and do hereby agree that I and the organization or individuals I represent will abide by the rules listed therein.

Date and time of scheduled use _____.

Name of person renting the facility _____.

Contact Phone Number _____.

\$ _____ *Paid on* _____.
rent and damage deposit *Date*

Renter

City Official