

RULES FOR GUILFORD TOWNSHIP COMMUNITY CENTER–WEDDING CEREMONIES & RECEPTIONS

- 1. Guilford Township Community Center (GTCC) is available on a first-come basis. Rates are available on current rate sheet.
- 2. Rental fee is based on a maximum of eight (8) **consecutive hours**. Rental time includes set-up and tear down. Any group wishing to exceed the eight (8) hours will be charged \$50.00 per hour for each hour requested. **All additional hours requested must be paid in advance at least thirty (30) days prior to date of use.** Hours of building use **must be confirmed** with Park Administrator **at least thirty (30) days prior to rental.**
- 3. Rent and damage deposit must be paid at the time of reservation in one check unless other payment arrangements are made with the Park Administrator. Tentative dates will be held for seven (7) days. Full payment must be received at least six (6) months prior to event date. If reservation is made within six (6) months of event date, full payment is due at time of reservation.
- 4. Anyone renting GTCC must leave it in the same condition as prior to rental. The person signing the agreement is responsible for all damages.
- 5. All groups using GTCC will be responsible for setting up and returning tables, chairs, stages, etc. to storage area. Also, each group is responsible for vacuuming after the event. Park Administrator may make other arrangements as necessary.
- 6. All groups are **responsible for their own trash**, which should be bagged and deposited in the trash container by the park utility building. GTCC will provide trash receptacles and trash bags.
- 7. **Children must be supervised at all times.**
- 8. **RED, PINK and GRAPE DRINKS, Jell-o, Kool-Aid, punches, ice cream or any food item containing red food dye or coloring (including cake icing) will not be allowed.**
- 9. Items may not be attached to the walls or ceilings unless approved by the Park Administrator.
- 10. **No one may cook or prepare food in the kitchen.** This is a servicing/warming kitchen only.
- 11. It is the responsibility of individual renting GTCC to provide caterer with a copy of rules.
- 12. All food and drink is to be kept in the room or rooms rented. **No food or drink will be allowed in the lobby area of GTCC.**
- 13. **NO ALCOHOL is allowed in the GTCC or Hummel Park.**
- 14. **NO SMOKING in GTCC.**
- 15. The GTCC must be vacated by 10:00 pm.
- 16. Any person overloading electrical circuits will be assessed a charge for damages.
- 17. Pets will not be allowed in building unless needed for assistance (i.e. “seeing eye dog”).
- 18. **Throwing of bird seed and rice is prohibited.** Contact Park Administrator for items allowed.
- 19. **GTCC personnel will be in attendance at all times when facility is in use.**
- 20. GTCC will not be available on recognized legal holidays unless appropriate building personnel are available.
- 21. If the Park Administrator questions the use of GTCC by any group, the Trustee and Township Board will make the final determination of use.
- 22. GTCC is not responsible for loss or theft of personal property.
- 23. Groups failing to observe any of the above rules will forfeit their damage deposit and the rights for use of GTCC in the future.
- 24. **If reservation is cancelled, the damage deposit, if paid, will be returned. If time slot is re-rented or six (6) months notice given, rental fee paid will be refunded.**

I, the undersigned, understand and agree that I will comply with the above rules and that I am personally responsible for the actions of invited guests and any damages they may cause to Guilford Township Community Center and/or Hummel Park.

Applicant _____

Date _____

Park Representative _____

Date _____