

GARY DeSOTO COMMUNITY CENTER, INC.
Facility Use Information and
Rules and Regulations

Date & Time Requested
(Set-up and clean-up time included)

Name of Organization/Individual

Address of User

Telephone Number

- 1) What kind of activity will be held?
- 2) How many members / persons will be involved?
_____ youth _____ adult
- 3) Will your group require the use of the PA system?
 Will your group require the use of the grill?
 Will your group require the use of the VCR / TV?
{NOTE: Keys for these items must be returned with the building key.}

DATE / TIME MUST BE CLEARED FOR EACH USE.

This form does not confirm permission to use the building. Your application will be reviewed by a management committee. Upon approval by the management committee, a confirmation notice will be issued and you will be notified by telephone or mail. Issuance of the confirmation notice results in the reservation of the building for your use on the date and for the time indicated, including set-up and clean-up.

I have read and understand the Rules and Regulations concerning the use of the Center, and the terms and conditions of my group's use of the Center, and I agree to abide by those rules and to be personally responsible for insuring that all members of my group abide by those rules. I further understand that if I or any member of my group fails to comply with the rules, or the terms and conditions of our use of the Center, such non-compliance will result in the retention of the \$500 damage/security deposit by the Management Committee and I will be held individually responsible for any damages or cleaning which exceed the \$500 damage/security deposit.

Date Signed

Person in Charge / Signed by

RULES AND REGULATIONS

REQUIRED CLEAN-UP & EMERGENCY INFORMATION:

- ✓ Sweep all floors with dust mops (in closet) and mop where needed.
- ✓ Replace chairs on racks and wipe and place tables properly in racks.
- ✓ Clean and return all kitchen equipment to proper storage area provided for them.
- ✓ Re-set thermostats to 65 degrees and turn off air conditioner.
- ✓ Empty all trash cans and replace liners (liners in lower kitchen cupboard).
- ✓ Close windows and lock all doors when leaving.
- ✓ Major repair problem – call 520-9919.

Note: The County does not provide custodial service for this building, so each group should leave the building as clean (or cleaner than it was found).

The following section **must** be signed by the responsible person upon the return of keys to the Extension Office:

I agree that I/we have complied with the clean-up requirements referenced in the section above.

Date Signed

Person in Charge / Signed by

CHARGES

1. A minimum \$50.00 fee per day for private use of the building is required. The \$50.00 fee is due when the key is picked up, along with a \$500 damage deposit. (See Rules 17 and 18.)

GENERAL

2. One Facility Use Information Form/Rules and Regulations will be filled out and submitted yearly by each organization (e.g. 4-H clubs, Boy Scouts, school groups, etc.) using the building on a continuing basis. All other users will fill out and submit one form prior to each requested use.
3. Building capacity is rated at 200 persons maximum occupancy.
4. **Use of the building for commercial or personal ventures, including garage sales and other fund raisers, is prohibited.** Any questionable use shall be reviewed by the management committee.
5. All youth groups will be treated equally.
6. Organized youth groups may use the building if supervised. A youth group is defined as having a majority of its membership high school age or younger.
7. Youth social events can be held if sponsored by an organized group and properly chaperoned.
8. Scheduling the building: Youth groups shall have priority in building use.
 - (a.) Two weeks notice for request for use necessary.
 - (b.) Meetings may be scheduled a maximum of two (2) months in advance.
 - (c.) A group may schedule only two (2) meetings at one time.
 - (d.) Extension Office (508 S. 10th Avenue, Suite 1) handles scheduling.
9. Do not plan to use the building any earlier or later than you have scheduled as another group may be using the building.
10. For security reasons the building will be vacated by 10:30 p.m., Monday through Thursday; 12:30 a.m., Friday (Saturday morning) and Saturday (Sunday morning); and 6:00 p.m. Sunday.
11. Building is closed from 6:00 p.m. Sundays to 12:00 noon Mondays.
12. If the group sponsoring the use of the Center has liability or casualty insurance, such insurance shall be deemed the primary insurance coverage for any damage, injury or loss incurred during the group's use of the Center. The insurance company and policy number of such policy shall be submitted if such policy exists.

13. NO ALCOHOLIC BEVERAGES WILL BE BROUGHT OR CONSUMED ANYWHERE ON THE PREMISES, INCLUDING INSIDE THE CENTER OR IN ANY AREAS OUTSIDE.
14. No animals or pets will be allowed on the premises.
15. No furnishings or equipment can be removed from the building by any group or individual.

KEYS

16. Keys for the Center and equipment can be checked out at the Logan County Extension Office (508 S. 10th Avenue, Suite 1) on the date requested for use or the day prior to the scheduled event, between the hours of 8:00 a.m. and 5:00 p.m., Monday – Friday. **All keys, including any equipment keys must be returned to the Logan County Extension Office on the same day as your use or the next business day.** If keys are lost or not returned, an assessment for changing the locks will be charged to your organization, or retained from the damage/security deposit. **Page 2 of the Facility Use Form, or a copy of it, must be signed and delivered to the Extension Office upon return of the keys.**

CLEANING AND DEPOSIT

17. There will be a \$500 damage/security deposit required for private and/or adult functions and youth functions not sponsored by an organized group. **The deposit must be paid by a separate check when the key is picked up.** THE DEPOSIT WILL BE FORFEITED AND WILL BE RETAINED BY THE MANAGEMENT COMMITTEE IF THE CENTER PROPERTY, INCLUDING THE PREMISES AND EQUIPMENT, IS DAMAGED OR NOT CLEANED AFTER USE. ALL OF THE DEPOSIT WILL BE FORFEITED IF ANY OF THE RULES AND REGULATIONS ARE VIOLATED. Any damage done to the facility during use will be assessed to the organization.
18. The portion of the deposit not retained (or all of the deposit if there is no damage and no violation of these Rules and Regulations) shall be returned within 14 days of your use.
19. Upon entering the building, each group should check the condition of the facility and notify the Extension Office (522-3200 ext. 0) **immediately** to report damage or poor condition of the building to avoid assessment. There is a voice message for after hours.
20. Placing materials on wall or defacing any wall surface will not be permitted. Streamers may be placed UNDER metal supports for ceiling tiles. **Do not place tape on tiles or walls.**
21. NO KITCHEN TOWELS will be provided.
22. Immediately remove any tape that is placed on the floor or on the doors.