



# CITY OF YUMA

## Yuma Community Center

### Facility Usage Policy

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1. During the facility rental period, the renter/person responsible shall obey all laws of the State of Colorado and ordinances of the City of Yuma. Said person is responsible for the controlling of any nuisance or disturbance while the function is in process.
2. Abuse of persons or property or unusual rowdiness will result in immediate termination of the event or activity. This will be at the discretion of the facility staff.
3. Youth activities must have adult supervision at all times. Children who attend adult activities **MUST** have direct adult supervision at all times.
4. Tables and chairs are provided by the facility. Table's and chairs and all equipment may not be removed from the premises for any reason. Tables and chairs may be moved as needed for events inside the building. **The staff is available for supervision only.**
5. Decorations cannot be pinned, stapled, taped, or otherwise affixed to walls, ceilings, or windows. Consult with staff as to what may be used to hang decorations. **ABSOLUTELY NO GLITTER CAN BE USED.** Helium balloons may **NOT** be used unless staff is consulted (**ceiling fans may not be used with helium balloons**).
6. Refrigerator space, coffee pots, ice tea containers, dishes and silverware for approximately 250 people is available for use. Other kitchen equipment including serving utensils are available under the Kitchen Rental agreement. Ice from the ice machine may be used. Tablecloths are not available for use and must be supplied by the renter.
7. **SMOKING IS PROHIBITED IN THE BUILDING. THE USE OF ALCOHOLIC BEVERAGES IN THE BUILDING OR ON CITY PROPERTY IS ONLY ALLOWED BY SPECIAL PERMIT WHICH MUST BE APPLIED FOR AT A MINIMUM OF TWO WEEKS IN ADVANCE OF ANY EVENT; BEER, WINE AND/OR CHAMPAGNE CAN ONLY BE SERVED FOR UP TO 4 HOURS DURING ANY EVENT.**
8. **Neither the City of Yuma nor employees of the Community Center can be held responsible for items that are left at the facility by either the renter, or those attending said event, or by persons providing services and equipment for the rental party.**
9. **A \$500.00 damage deposit is required when your date is reserved to use the building when building is rented as a package.** Damage deposit fees are fully reimbursable after the rental period if, at the discretion of the facility's director, proper clean-up was performed and the facility did not sustain any damage.
10. Please give consideration to the Center's staff by advising them of the time you need to arrive to set up for your event two weeks prior to your event. **Events not canceled will be billed regular price as if held.**
11. For assistance with any equipment, building concerns, policy or miscellaneous matters during functions taking place at the Center, contact the staff person in charge. Calls for outside assistance in ANY matter will be made **ONLY** by the staff person employed by the City responsible for the building.

### **Your Duties For Cleaning Up**

12. **ALL** areas must be left clean and orderly.
  - A. **Trash** must be bagged and placed in the dumpsters (located on the East side of building) Replace Trash Bags
  - B. **Tables and Chairs** wiped down and returned to original position.
    - 1) Large Room - 2 rows of 3 tables with 8 chairs per table
    - 2) West Room - In a U shape
    - 3) Small Room - 1 Large table & 1 Square table
  - C. **Sweep all rooms used** (including kitchen)
  - D. **All decorations taken down** including any tape or sticky tack
  - E. **Check bathrooms, make sure they are picked up**
  - F. **Shut and lock all doors**
  - G. **Facility must be clean after each use** (Any item brought in must be removed)
  - H. **CHECKOUT with Community Center Staff** Walk through all rooms used, kitchen, bathrooms, patio area, hallways, parking lots and upstairs (A Fee will be charged if all of this is not done per event)

Read & Understood (Initial) \_\_\_\_\_ Date \_\_\_\_\_