

# FACILITY RENTAL POLICY

- *A cleaning/damage deposit OF \$50.00 is required for use of the building. \$25.00 building fee is charged for the use of the kitchen and \$25.00 building fee is charged for the use of the main room. The deposit may be refunded within 30 days after the event, dependent upon the facility, furniture, and fixtures are in the same condition as were prior to their use. The Logan County Commissioners' &/or the Heritage Center Coordinator reserves the right to withhold any part of the cleaning/damage deposit.*
- The deposit will be forfeited and will be retained if the center and its 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 is violated. Any damage done to the facility during use will be assessed to the organization and/or responsible person signing this contract.
- Logan County Heritage Center and the entities of Logan County are not responsible for any accidents.
- The Logan County Commissioner's and/or the Council on Aging reserves the right not to lease the Heritage Center to any person or organization or for any event it does not deem appropriate for use.
- Logan County and the Logan County Heritage Center assume no responsibility for lost or stolen items.
- All furniture must be accounted for. Nothing belonging to the center may be removed from the premises.
- Building capacity is rated at 186 maximum occupancy.
- Absolutely no drilling of holes or use of barbeques is allowed on the asphalt or parking lot.
- Absolutely No Alcohol or Tobacco products to be used in the Heritage Center or on the premises.
- No animals or pets allowed in the center.
- Use of the building is limited to the scheduled dates and times as discussed with the Coordinator.
- Reservations are accepted only one calendar year in advance and as a first come, first serve basis.