

.....**FACILITY RENTAL RULES AND REGULATIONS**

1. A completed facility application and damage deposit are required before the facility may be booked. Reserved facility rental must be paid at least 14 calendar days before said event, unless otherwise stated on this application. Any cancellation received less than 14 days before said event will result in the forfeiture of facility rental. Damage deposit refund checks are processed through the City of Roy after your event. Issuance of said check takes approximately seven working days and will be sent to the address of the "person in charge" listed on your application unless otherwise notified.
2. Reservations maybe made a maximum of 12 months prior to desired date.
3. Alcoholic beverages are not allowed on the premises.
4. No one is allowed to affix anything to the ceilings or walls except with masking tape. Any organization destroying City property will be held responsible for cost of repairs or replacement.
5. Rice, birdseed, confetti, glitter, dance wax, etc., are not permitted inside or outside the building.
6. Additional equipment brought in by the renter must first be approved by the facilities coordinator.
7. Renters must supply their own silverware, dishes, towels, glasses, pots, pans, coffee pots and other supplies.
8. In compliance with the City fire code and the City of Roy open flames are strictly forbidden unless approved by the facilities coordinator and/or Fire Marshal.
9. No smoking allowed in the facility or within 25 feet of any doorway. Smoking inside will result in forfeiture of part or all of the damage deposit.
10. For your protection, City of Roy recommends that all renters obtain public liability insurance for their event. This insurance would protect you and your guests while using City property and is to indemnify against loss resulting from bodily injury and/or property damage. An insurance broker of agency can help you obtain the proper coverage.
11. The City reserves the right to immediately terminate this agreement, and the applicant agrees to immediately vacate the premises upon notice of the termination by authorized City personnel, upon any of the grounds set forth below.
 - a. Physical damage to City property caused by an attendee, whether invited or not; or
 - b. Violation of any law, ordinance or regulation of the State of Washington, County, or City by any attendee, invited or not.

..... **CLEANING-CHECK IN/OUT PROCEDURES**

**Renter must check in with staff person on duty upon arrival.

1. We request that you leave the facility in the same condition as when you arrived. This includes the restrooms. Do not throw rice, confetti, or glitter on City property. The cost of any cleaning or repairs that require City personnel will be deducted from your damage deposit. All cleaning must be done immediately after your event. All trash will be placed in proper receptacles and secured. Garbage liners, brooms mops, buckets and all necessary cleaning supplies are provided. A facility supervisor will be available to help answer any questions you may have regarding cleaning procedures.
2. Tables/chairs must be cleaned and correctly place in their respective storage areas.
3. The damage deposit applies to restrooms, hallways, parking areas, general building structure and the rooms you are renting.
4. Remove all decorations and everything brought to the facility.
5. Leave kitchen clean, wipe off all counters, appliances, clean floors, and turn off equipment.
6. The floor must be swept with a dust mop at the conclusion of the event. All spills must be cleaned up and bad spill areas must be damp moped.