

## **Event Room Rules of Use**

Please read carefully. Failure to abide by any of the following may result in additional fees and/or immediate termination of the right to use the Community Center.

- The Huxley Communications' Event Room will be rented on a first-come, first-serve basis. Huxley Communications' use of the Event Room will have priority over other applications.
- The rental application must be accompanied by a damage deposit or damage deposit and cleaning fee payable by check, postdated to the date of usage. The damage deposit will be held until a complete inspection is made following use of the Event Room. Charges for cleanup, damage and/or replacement of items will be deducted from the deposit. IF such charges exceed the deposit a bill for the balance will be issued to the party named on the rental agreement.
- The Huxley Communications' Event Room will not be rented to any person under 25 years of age.
- No early check-ins or late departures are allowed. Renters are to arrive at the designated rental times. Failure to abide by these rules will result in forfeiture of the damage deposit.
- All setup and cleanup is to be completed during the rental time period. Cleanup means you should leave the building as it was found. A checklist will be provided.
- Alcoholic beverages: Only beer and wine are allowed on the premises at any function in the Huxley Communications' Event Center. No alcoholic liquor or anything stronger than beer or wine is allowed on the premises or any function in the community center.
- Renters are solely responsible for enforcing federal, state and local statutes, rules and regulations regarding the use and consumption of alcohol.
- It is the responsibility of the rental party making the reservations to make arrangements with Huxley Communications for entrance to the Event Room.
- It is the renters' responsibility to make sure all exterior doors are locked at the end of the rental period.

- The key will be left on the back counter of the event room when the renter leaves. There will be a \$100.00 fee if the key is not returned.
- Smoking and vaping are not permitted in the Huxley Communications Event Center. Smoking is permitted outside. Ashtrays must be used.
- All tables and chairs will remain inside the event room.
- NO decorations shall be affixed to the ceilings, walls, counter tops or fixtures. Additional fees will be charged for violators.
- Evening renters must clean up and be out by midnight.
- The number of people using the center is not to exceed 100 at any time.
- The Huxley Communications Event Center must be cleaned according to the cleaning regulations list or the cleaning fee paid, prior to the event.
- The deposit will be refunded only after approved inspection by Huxley Communications.
- The Huxley Communications Event Center and the entire property is monitored 24 hours/day by recording surveillance cameras.
- If the event is cancelled 14 days or more prior to the reserved event date, any fees collected, including the damage deposit, will be fully refunded. If a cancellation is made less than 14 days in advance, the damage deposit will not be refunded.