

RULES AND REGULATIONS FOR RENTING THE RECREATION CENTER

1. The cost of rental is as follows:

A. Hall and Kitchen for Property Owners	\$100.00
B. Hall and Kitchen for Non Property Owners	\$500.00

2. **Renters will not be allowed to enter the recreation center until the reserved day.**

Anyone entering before the day reserved, for any reason, will be charged for an additional day. NO EXCEPTIONS!!!

The Recreation Center building is rented from 8:00 A.M. – 12:00 Midnight only.
You must clean up and be out by midnight.

3. The recreation hall is rented on a first come, first serve basis. The first person or group to pay the cost of rental will be guaranteed to the facility.
4. The person who signs for the key will be responsible for any property loss and/or damage to the facilities.
 - **Property owners** - A CASH deposit of \$100 is required for property owners within the town limits (**Property ownership will be checked**).
 - **Renters and Property Owners Outside Town Limits** - A CASH deposit of \$300 is required for renters and property owners residing outside the town limits.

This deposit is required when picking up the keys to insure that the responsible party will pay for any damages that might occur. We reserve the right to withhold the amount of any property loss and/or damage from the deposit. If there is no loss or damage the full amount will be refunded.

Refunds will be mailed out in 10 -14 working days from the date the key is returned.

5. Renters may pick up the keys at the Administrative Offices as early as the day before the reserved date; but you **CANNOT** enter the building until 8:00 am on your reserved date.
6. The keys must be returned the next business day after the reserved date. **There will be a \$5.00 late fee for each additional day that the keys are not returned.**
7. **Alcoholic beverages of any kind will not be permitted in the Long View recreation building or anywhere on the premises.** Any coolers brought in may be

inspected by a Long View police officer for alcoholic beverages. Anyone violating this rule will be denied the privilege of using the facilities and asked to leave. The sponsoring party will be denied further use of the facilities also.

8. No equipment is to be removed from the building at any time nor shall the Renter bring any equipment into the building without prior approval.
9. **DO NOT** attach decorations to the building in any way.
10. Application must be made in the name of a responsible adult. A minimum of three adult chaperons are required at **ALL** teenage gatherings.
11. The tables and chairs should be stacked after each use. The tables should be stacked top against top to help prevent scratching them. Please carry tables and chairs instead of dragging them across the floor to avoid scratching the floor and damaging the tables.
12. Anyone using the building should leave it as clean as possible. You will be expected to clean up **ALL** spills that occur.
13. Flush **ALL** toilets before leaving.
14. Empty **ALL** items from the refrigerator before leaving.
15. Empty **ALL** garbage cans and replace with clean liner from the Janitor's closet.
16. **Do not** open the windows in the recreation center.
17. When leaving, check **ALL** exits to be sure each one is securely closed and locked.
18. It is deemed that upon signing the application, permission is granted for a representative of the Town of Long View to check the premises to make sure that the rules are being followed.
19. At the discretion of the Recreation Department Head or any Long View police officer you may be asked to leave the premises for a violation of these rules. A copy of these rules and regulations is furnished to you as required by the Town of Long View Recreation Commission.
20. The building **MAY NOT** be used to sell merchandise for profit nor can you charge admission to the building for profit except by prior approval of Town Board.