ORCHARD COMMUNITY CENTER RULES

THE ORCHARD COMMUNITY CENTER IS A TOBACCO FREE FACILITY, there will be no smoking, chewing or dipping in the center at any time.

ALL FUNCTIONS will end at 10:00 p.m.

No music

TIME LIMIT FOR RENTAL is up to 6 hours.

WEDDING / MARRIAGE CEREMONY IS DISCOURAGED.

ANY PROPERTY DAMAGE to the facility or its contents will be the responsibility of the leasing party (contents include 18 tables and 142 chairs). For this reason:

- ➢ **No amplified music of any kind**
- ➢ There will be no sitting or standing on the tables and tables and chairs must be returned to original setting
- ➢ Nothing will be taped, tacked, glued or stapled to the walls
- ➢ Glitter, rice, birdseed, silly string, confetti and the like are not permitted ($50.00 of your deposit will not be returned if violated)
- ➢ Please make sure all bathrooms are locked, toilets flushed and all paper picked up
- ➢ **ALL TRASH** will be removed from the center and taken to the dumpster outside immediately after each function. Do not leave or drag garbage bags on the floor of the center because of leakage. The center will provide trash bags for your use.
- ➢ **GLASS CONTAINERS** are not allowed inside or on city property.

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Guest Initials of Acknowledgement

MINORS ARE FORBIDDEN to consume alcoholic beverages on City property. The TABC can enforce the state laws at any time, private or non-private party.

ALL FUNCTIONS will end immediately if a fight or altercation should erupt and law enforcement is called out.

SECURITY IS REQUIRED at all functions when alcoholic beverages are served.

A $200.00 DEPOSIT is required to book the facility for an event. The deposit will be returned (via mailed check) when the keys are returned to the office and after the hall has been assessed for damages.

Event Date:_____

Event Type:_____

Deposit ($200.00)_____

OCC Rental ($500.00)_____

Signature of responsible Party:_____

Email:_____

Phone:_____

Keys distributed:_____ Keys returned:_____