

Fredonia Community Center Rental Policies and Procedures

APPLICATION PROCESS:

- Please make all checks or money orders payable to Montgomery County Trustee.
- Reservations must be made by an adult 21 years of age or older.
- When scheduling event time, please remember that set-up and clean-up must be conducted and completed within the hours of the contracted rental agreement.
- Rental requests may be submitted up to one year in advance.
- Rental Fees are due thirty (30) days prior to event.
- The Montgomery County Parks and Recreation Department reserves the right to refuse rental or use to groups of individuals who have previously used the facility and left it in poor condition, have outstanding debts with the Department or violated of Parks policies. In the event the reserved space is needed for County use or maintenance, the Parks and Recreation Department reserves the right to reschedule, relocate or deny a request previously approved. In this event, the group or individual will be given as much notice as possible and a full refund will be given.
- Facility Users may not charge a registration fee, admission fee, or entrance fee of any type. No solicitations or sales presentations may be made on County Property without prior approval. Failure to adhere to this policy will seriously jeopardize the status of any future rentals. Permission to hold a fundraiser is limited to non-profit organizations and must be granted by the Director of Parks and Recreation.
- Special permits are required for use of personal grill, bounce houses and special events.

RENTAL FEES:

- Rental fee for Fredonia Community Center is \$300.00 per day
- Rental fees must be paid thirty (30) days prior to event.

CANCELLATION FEES:

- If the renter cancels event thirty (30) days prior to the event, 100% of the rental fee will be returned.
- A full refund will be granted when the department cancels a reservation.

ACCESS TO BUILDING:

- Access code to building will be emailed to Facility User by noon (12:00 pm) the day before rental, Sunday rentals will receive the code Friday by noon.

STAFF RESPONSIBILITY/ AUTHORITY:

- Respond to correspondence in a timely manner.
- Enforce all rules governing the use of County owned facilities.
- Terminate contracted event if activity or any guests in attendance misuse the facility or fail to conform to rules and regulations governing use of the facility. Police assistance may be called in if staff deems it necessary.
- Conduct a walk-thru before and after the reservation to document the condition of the facility.
- Provide Facility User with access code to building. .

EQUIPMENT USE:

- Tables and chairs are available for use. Tables and chairs are not to be taken outside. Do not drag tables across the floor.
- Overhead projector and audio equipment are available for use.
- Kitchen use is limited to preparation only. No cooking is allowed in ovens. This means that food may be assembled and may be kept warm using the oven and perishables and beverages may be chilled in the refrigerator or freezer.
- The Facility User is responsible for all kitchen clean-up. The kitchen area must be thoroughly cleaned and returned to its original level of cleanliness. This includes all work areas, ovens, refrigerator, sinks and floors. The Parks department will provide broom, dustpan, mop and mop bucket. The Facility User is responsible for all cleaning supplies, paper towels, dish cloths, soap and other items needed to return the rented area to original state.
- Only clear liquids may go down the kitchen drain. Grease and other food items clog plumbing.

FACILITY RULES:

1. When scheduling event time, please remember that set-up and clean-up must be conducted and completed with-in hours of contracted rental agreement.
2. NO storage is permitted either before or after the event. All items, including catering and supplies must be removed the day of the event. The Parks Department accepts no responsibility for any items left behind.
3. Facility user must be available and onsite for the entire duration of the event.
4. Alcoholic beverages are not permitted on County property.
5. Use of tobacco products is prohibited inside County facilities, playground area and any area on property where minor children are present.
6. Minor children must be supervised at all times and remain in rented area.
7. All decorations must be approved by Parks staff. Use of nails, tacks, staples or tape is not permitted and nothing may be hung from the ceiling or light fixtures.
8. Use of birdseed, Glitter, confetti, fireworks, including sparklers is prohibited both inside and outside the facility.
9. Open flames such as candles are prohibited.
10. The use of sound amplifying equipment must be kept at a minimum noise level that does not disturb surrounding residents.

11. All garbage/ trash must be removed, by Facility User, from the facility following the event and placed in the dumpster outside the building. The Parks department will supply trash liners.
12. All floors must be swept and mopped. The Parks Department will provide the necessary cleaning equipment.
13. Food and drinks are no allowed to the museum portion of the Facility.
14. All public access areas, entrances, exits, corridors, doorways and/or other doorways shall not be impeded or obstructed by Facility User or attendee. Any vehicles, materials, or equipment in fire lanes or blocking exits will be removed at Facility Users expense.