

HOMER COLE
PITTSBURG COMMUNITY CENTER
3003 NORTH JOPLIN STREET
PITTSBURG, KANSAS 66762
620-231-9773

RULES & REGULATIONS
GOVERNING THE USE OF THE CENTER

1. The Center is normally open for use from 8am to 5pm. Monday thru Friday, however the Center is available during the evening hours and/or weekends with prior arrangements.
2. Any and all persons using the facility will share the responsibility for general clean-up and maintenance of the facility, including but not necessarily limited to:
 - a. After use, all furniture and equipment will be returned to its designated place. Tables need to be wiped off and left up, we will put them away.
 - b. **All trash, plastic and paper ware will be deposited in the trash receptacle.**
 - c. Used beverage containers will be deposited in the appropriate recycling container.
 - d. **Beverages and food spills will be cleaned up immediately.**
 - e. Thermostat setting will not be adjusted by anyone other than the person(s) designated by the Board of Directors.
 - f. **No lessee or guest of lessee shall be allowed to set up or operate the Homer Cole Community Center audio/video system without first receiving prior approval of the Director!**
 - g. The Center will be inspected prior to rental and at the end of the rental time. It is required that the Lessee leave the center in the condition they found it!! Any additional cleanup required by the Center will be assessed to the lessee at the rate of \$10 per hour. Any damage to the facility, and/or its contents and/or any missing items will be assessed to the lessee!
 - h. **Absolutely no tape or nails on the walls, tables or ceilings!!!!**
3. **Unless otherwise specified, there will be no alcoholic beverages consumed on the premises, inside or outside.**
NO GLASS BOTTLES! (see rule #5).
NO SMOKING IN THE BUILDING AT ANY TIME!
NO CONFETTI!!!
4. *** Reimbursement to the Homer Cole Community Center will be required for any equipment, furniture, or building damage and for removal of any item belonging to the Center. If you clean-up or if you contracted the janitor to clean-up, the trash must still be emptied, the counter and tables cleaned up, if needed!! Also, any large spills must be cleaned up as well!! A cart with supplies and a mop and bucket are left in the hall for your convenience!**
5. Consumption of alcoholic beverages will be allowed on the premises (if specified) **only** for the following activities, but no person under the legal drinking age of 21 will be allowed to consume alcohol while in attendance at the following activities :
 - a. Wedding receptions and anniversaries
 - b. Class and/or family reunions
 - c. Birthday (adult) parties and company parties**The person who signs the rental/lease agreement further agrees to exercise control of any and all alcoholic beverages consumed on the premises. No alcoholic beverages will be consumed outside the facility.**
NO GLASS BOTTLES!
Bringing one's own container of alcoholic beverage is not allowed at any time!
THERE WILL BE NO SELLING OF ANY ALCOHOL ON THE PREMISES!!!
THIS WILL RESULT IN A FINE PUNISHABLE BY LAW!!!
6. Any and all groups using the facility will ensure that all areas used are returned to it's prior

condition and that the Check Sheet for Closing the Building after rental/use has been signed and returned to the Center Office with the key issued, if one was issued.

7. In the event of a cancellation by the renter, 100% of the fees is refunded if two weeks or more notice is given prior to the reservation date. If there is no two weeks or more notice given, there will be an administrative fee of \$30 taken from the renters fees.
8. **Clean-up of the facility must be completed by 12:00am (midnight) for the next scheduled use of the Center, unless prior arrangements are made.** The person named as responsible party, who's signature appears below, may choose to have the facility cleaned by the janitor. If so, those arrangements can be made when signing the contract.
9. **All activities must end and the building must be vacated no later than the time specified by the lessee and/or the management!!**

Clean-up of the facility must be no later than time specified for rental!!

10. **Failure to meet any portion of the Rules and Regulations for use of the Center may result in the forfeiture of the deposit fee, if applicable, and/or suspension of the use of the facility for a period of time as determined by the Board of Directors.**
11. The meeting rooms and other facilities at the Center may be available for use by other not for profit groups. Such groups will abide by all of the above rules. The daily registration will bear the signature of the person responsible for the group and the number of persons participating in the activity. **A written contract with the Center will be negotiated and signed by both parties prior to use of the facility and a reservation deposit will be paid at the time of booking the Center. Any fee remaining for use/rental of the facility will be paid at least 2 weeks prior to the scheduled use of the Center.**

I, THE UNDERSIGNED, HAVE READ, UNDERSTAND, AND HAVE RECEIVED A COPY OF THE RULES AND REGULATIONS;

NAME/SIGNATURE _____ DATE _____