

# **Community Room Rules**

## **Regulations**

You must vacate the premises by 12:00 am/midnight. You must be 21 years of age to rent the Community Room. You are renting a publicly owned and funded facility, this rental assures you permitted use, please exhibit a common courtesy. Problems with facility conditions should be reported to the Village Administration in a timely manner. Maximum occupancy is 120 people.

A Grafton Police Officer will unlock the Community Room for the hours you have it rented on your contract. The Police Dept. Cell phone number is (440) 822-5003. If you find any preexisting conditions or concern regarding the facility including trash left behind by others, notify the police officer on duty PRIOR to your event.

To check available dates or if you have any questions, contact the Village Secretary at the Village Hall, Monday through Friday 8:00am to 4:00 pm at (440) 926-2401.

## **Facility**

Entrance doors must remain closed unless they enter or exit the building. Propping the door(s) open is NOT allowed. Do not plug in more than 2 items per electric outlet. Parking is restricted to designated areas only. NO parking in front of the fire station doors!

Decorations are limited to table decorations only. Decorations are not permitted to be taped, thumb-tacked, or hung from walls or ceiling. This includes any tape, thumbtacks, string, etc. used to secure the decorations.

No exterior decorations attached to the building or sign poles allowed. No decorations or signage attached to the Community Room sign at the park entrance, or any Village roadway signage is allowed. Temporary standalone signage provided by the facility renter is allowed at the park entrance(s) and must be removed at the end of the rental.

## **Payment**

The security deposit of \$50.00 plus rental fee must be paid in full at time of reservation to reserve the Community Room. The security deposit will be refunded after an inspection of the Community Room is conducted and any damage is assessed. Once no damage is found and all clean up rules were followed, the refund check will be issued and mailed to you after the following Council meeting. **The FULL amount must be paid when the reservation is made.**

In the event that these premises are in any way damaged, trash not removed or left unclean, the deposit will not be refunded, and you will be assessed for these damages. Your rental is non-refundable. This includes conditions due to weather and/or facility conditions, including trash left by others prior do not warrant a refund of rental, NO EXCEPTIONS. Deposits will be refunded only if cancelled at least 6 weeks prior to the event.

## **Cleanup**

The Community Room must be cleaned up immediately following your event, within your scheduled time slot. All trash must be bagged and removed from the premises. All tables and chairs must be returned to the racks at the end of your event. Lights and equipment must be turned off before vacating the premises. Kitchen equipment may be used. Floors must be swept and mopped before leaving. You must supply all dishes, utensils, trash bags and floor cleaning solutions.