

**TOWN OF OAK GROVE
RULES FOR RENTING AND USE OF THE BUILDING AND PAVILION**

- I. You must call ahead to reserve the rental of either place. The prices for the rental of the facilities are:

	Resident	Non- Resident
Senior Center	\$100	\$150
Pavilion	\$50	\$50

There will be a \$75 CASH ONLY security deposit required when you pick up the key to the Senior Center. You will have this security deposit returned to you as long as the key is returned, all rules and regulations are abided by and the area is left clean without any damage.

- II. The park itself is for public use. It is not included in the rental of the Senior Center or Pavilion. The bathrooms of the pavilion are also for public use. If there is anyone not in your party for the rental of the Senior Center, please DO NOT let them in to the building, even for use of the restrooms.
- III. You must pay the \$150 (for residents) or \$150 (for non-residents) rental fee for both the Senior Center and/or the \$50 fee for the pavilion within a week of calling and making the reservation or your name will be taken off of the date and rented to someone else.
- IV. OUR OFFICE HOURS ARE FROM 9:00 AM – 2:00 PM, MONDAY- FRIDAY. You must pick up the key no later than Thursday before your rental date. The return of the key MUST be the first working day after the date of the rental.
- V. CANCELLATIONS must occur two weeks before the date of rental in order to get your full security deposit back. Notifications given after this period of time, unless documented sickness or death in the family will cause you to forfeit your rental fee.
- VI. YOU MUST HAVE YOUR COMPLETED COPY OF THE RENTAL FORM OR RECEIPT WITH YOU WHEN YOU USE THE PAVILLION OR SENIOR CENTER. IF YOU DO NOT HAVE EITHER ONE OF THOSE ITEMS AND YOU GET LOCKED OUT OF THE BUILDING AND/OR THERE BECOMES ANY ISSUE, YOU WILL BE ASKED TO LEAVE.
- VII. THE PERSON RENTING THE SENIOR CENTER OR THE PAVILLION WILL BE HELD RESPONSIBLE FOR ANY DAMAGE TO THE BUILDING OR ITS' FURNISHINGS. Your deposit will be applied to all damage that is done to the facility.
- VIII. THE BUILDING MUST BE LEFT CLEAN and returned to the same order as which you found it when you arrived. Do not take down any wall decorations. The piano and display case are not to be moved.
-REFER TO THE CLEANING CHECK LIST
- IF THE BUILDING IS NOT LEFT CLEAN AND READY TO USE, YOU WILL FORFEIT PART OR ALL OF YOUR DEPOSIT.
- IX. NO ALCOHOLIC BEVERAGES ARE PERMITTED ON OAK GROVE PROPERTY WHAT SO EVER. This includes the park area, pavilion area, and parking lot.

- X. NO USE OF TOBACCO PRODUCTS IS PERMITTED INSIDE THE BUILDING. There are areas outside the premises where you may smoke and containers to discard your ashes in.
- XI. The Town DOES NOT PERMIT use of alcohol, excessively loud music, or the charging of admission for events associated with the rental of the facilities.
- XII. The building and pavilion will only be rented out for the following events:
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| 1. Family reunions | 2. Employee Recognition |
| 3. Birthday Parties | 4. Baby Showers |
| 5. Wedding Receptions | 6. School Related Functions |
| 7. Bridal Showers | 8. Anniversaries |
| 9. Church Functions | |
- XIII. You must set up your own tables and chairs when renting the Senior Center. Please return all additional tables and chairs to the storage room and stack them neatly. PLEASE DO NOT slide tables across the floor. LEAVE ALL ROUND TABLES SET UP IN THE SENIOR CENTER AS YOU FOUND THEM. Do not stack tables or chairs against the electrical panel box in the storage room.
- XIV. Please make sure that all lights are turned off and that the doors are SECURELY LOCKED before leaving the building. THE RENTER WILL BE HELD LIABLE FOR ANY DAMAGE DONE AFTER HOURS.
- XV. SENIOR CENTER THERMOSTAT may be set for your needs during the hours you are renting the building BUT the thermostat must be reset to starting temperature (80 degrees) before leaving the building (65 degrees during the winter months). If this is not observed, YOU WILL FORFEIT YOUR SECURITY DEPOSIT.
- XVI. PLEASE TAKE OUT YOUR OWN GARBAGE. The dumpster is located on the hill, behind town hall, next to the Transportation Building.
- XVII. The Senior Center building is available for use on Friday evenings from 4:00 to 10:00 PM. On the weekends, you will have access from 8:00 AM to 10:00 PM. If you feel that you will need more time to decorate you must first have PRIOR AUTHORIZATION and there will be an additional fee extended to your time allowed in the Senior Center Building. THE SECURITY SYSTEM IS ARMED FROM 10 PM – 8 AM. DO NOT ENTER THE BUILDING UNLESS YOU HAVE MADE ARRANGEMENTS WITH THE TOWN PRIOR. The pavilion is available on Monday through Sunday from 8:00 AM until 11:00 PM.
- XVIII. Oak Grove DOES NOT provide silverware, tablecloths, dish clothes, dishes, pots and pans, paper towels, cleaning products or other similar items. You must bring whatever accessories you need for your event and whatever cleaning products you will need to clean up after yourself.

I have read and acknowledge the rules set for the rental of the Senior Center and Pavilion. I know that I will be held liable if there is any damage done to the property on my day of rental.

Renters Signature

Town Hall Personnel Signature

Renters Printed Name