

**CLUBHOUSE & PAVILION POLICY**  
**4201 SAND ROAD**

**RENTAL FEES:**

2 Hours or less	\$ 50.00
2 - 4 Hours	100.00
4 Hours and over	150.00

**DEPOSIT FEE:**

\$ 100.00

**DEPOSIT RULES:**

1. Deposit and rental fee must be submitted two weeks prior of reservation.
2. Rental fee is forfeited if cancellation notice is not given 72 hours prior to reserved time.
3. Deposit fee **WILL** be forfeited if facilities are not left in as good condition as upon arrival.
4. Deposit fee **WILL** be forfeited if keys to building are not returned to City Hall.

**GENERAL RULES:**

1. Facility will **NOT** be rented for Commercial purposes.
2. Facility will **NOT** be rented for dance classes, aerobics, exercise classes, etc.
3. Facility will **NOT** be rented for Union activities, cosmetic training sessions, etc.
4. Clubhouse reservations include Pavilion if preferred.  
Outside patrons may not use Clubhouse or Pavilion if in use by renters of Clubhouse. If not rented, General public may use pavilion.
5. All activities must **END** by 12:00 midnight.
6. No trailer hookups allowed.
7. **NO** alcoholic beverages allowed. (Ordinance 944 - \$200. Fine)
8. **NO** amplified music allowed. (Ordinance 599)
9. **NO** advanced booking allowed until January 1 of each year.
10. **NO DECORATIONS SHALL BE ATTACHED TO WALLS, CEILING, CEILING FANS, CABINETS, OR DOORS. YOU WILL BE CHARGED FOR DAMAGES TO REMOVE OR REPAIR TAPE OR GLUE REMOVAL.**
11. Renters will be **LIABLE** for damages to ceiling fans.
12. Renters will be **LIABLE** for removal of any appliances or supplies furnished by Clubhouse.
13. Table top or counter top decorations will be allowed.
14. Clubhouse, Pavilion and Grounds **MUST** be **CLEANED** before leaving. (See Deposit Rules)
15. **DAMAGE** to facilities will **NOT** be tolerated - interior, exterior, furniture, fixtures, etc. (Renter will pay for damages if it exceeds deposit) **DELIBERATE** destruction will result in charges being filed and permanent ban from use of facility.
16. **LIGHTS** must be turned **OFF** before leaving.
17. All outside doors **MUST** be locked.
18. **ENTRY** to Clubhouse shall be **30 MINUTES** prior to rental times.
19. **ENTRY** to Clubhouse shall be through **WEST DOOR**.
20. Approximately 31 Tables and 114 Chairs are available for use.

**RETURN OF KEY - DEPOSIT**

1. Key must be returned to City Hall immediately after usage, either to City Hall, if during working hours, or to night depository on West outside wall of City Hall.
2. Arrangements must be made ahead of time for pickup of key to Clubhouse if reservations are after hours or on weekends.
3. Deposit fee will be mailed to renters upon verification by Staff that facilities are left in good condition.
4. Deposit fee will be forfeited if keys to building are not returned to City Hall.

Policy approved this 12<sup>th</sup> day of September, 1989.  
Fees amended 22<sup>nd</sup> day of November, 2005.

NAME \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone Number:

Business \_\_\_\_\_

Home \_\_\_\_\_

Signature \_\_\_\_\_

Acceptance of Guidelines and Conditions

Received by \_\_\_\_\_

Amount Paid \_\_\_\_\_

Date and time of party \_\_\_\_\_