

# Key must be picked up at 8:00 AM on day of rental

## RULES AND REGULATIONS FOR THE REDDICK COMMUNITY HOUSE

(MAXIMUM OCCUPANCY - 125 PEOPLE)

1. This facility shall be used only with prior arrangement with the person so designated by the Town Council to be the Schedule Director. (Contact: Mrs. Marjorie Stroup, Town Clerk, 591-4095).
2. Hours for use shall be from 8:00 AM until 10:00PM. **Key must be picked up at 8:00 AM or you may not be able to get in. All music and other activities must end by 10:00 PM.**
3. **No alcoholic beverages may be served or used at, in, or on the premises of the Community Bldg. This includes the parking lot areas.**
4. The renter shall be responsible for cleaning the interior and outside grounds. All garbage, other waste, and decorating materials **MUST BE REMOVED FROM THE PREMISES. You provide trash bags.**
5. Decorating the tables in the Hall is permitted **PROVIDED NO TAPED MATERIALS, NAILS, OR TACKS ARE USED ON THE WALLS, WOODWORK, CEILING, OR LIGHT FIXTURES.**
6. No articles of any kind belonging to the Town of Reddick may be removed from the building. No tables or chairs are to be used outside hall.
7. No flea-market, garage sales, retail or wholesale merchandise activity is permitted.
8. All lights, heating and air-conditioning must be turned off after use, and all four doors to outside left in locked position.
9. **RESERVATION FOR USE IS NOT MADE UNTIL A DAMAGE DEPOSIT of \$200.00** is paid to the Town Clerk. **Renter is liable for ANY/ALL DAMAGE TO THE PREMISES UNTIL KEY IS RETURNED.** Damage Deposit will be forfeited if any of the Community Center rules are violated. Chairs and tables must be stacked in closet as originally found. The damage deposit, if not forfeited, will be returned to the renter on the first business day after rental. Deposit will be forfeited if cancellation is not received in writing at least 24 hours. prior to reservation date.
10. The piano keyboard is locked. If you plan to use the piano, you must secure a key from Mrs. Stroup. Any repairs for damage to the piano will be charged to the renter. The piano is NOT to be moved and must remain in present place. The trophy case and all town pictures and plaques are to remain where placed and not removed.
11. Vehicle traffic must remain in designated parking areas. No driving or parking is allowed on Community House lawn. All vehicles must be parked in designated areas only. Vacant lot across from center is designated for parking. **NO PARKING ON NEIGHBOR'S PRIVATE PROPERTY OR IN ALLEY WAY. ALLEY IS FOR EMERGENCY VEHICLE ACCESS AND MUST NOT BE BLOCKED. ALL LOADING AND UNLOADING MUST BE DONE AT KITCHEN ENTRANCE. VEHICLES MUST RETURN TO PARKING AREAS AFTER UNLOADING AND LOADING. NO DOUBLE PARKING ON STREET AT ANY TIME.**
12. Preparation of meals is NOT allowed inside the Community House. The kitchen area and range, oven and refrigerator may be used to keep food warm or cool. Fish frying, BBQ, etc. must be done outside the building.
13. Any Bounce Houses or other equipment brought for event must be set up in the park area across the road from the Community Center. Equipment must be self-contained and powered by a generator. No electric cords, etc. to be strung across the road. Proof of insurance must be provided in the form of a Certificate of Insurance, naming the Town of Reddick as co-insured in the amount of \$500,000.
14. **NO LIVE BANDS PERMITTED. NO MUSICAL INSTRUMENTS ARE TO BE BROUGHT TO CENTER.** If using DJ, must abide by Marion County Noise Ordinance. No sound should be heard outside the building at any time.
15. **RENTER ONLY MUST PICK UP KEY AND RETURN KEY, AS WELL AS BE PRESENT DURING ENTIRE FUNCTION/ACTIVITY FOR WHICH HALL IS RENTED.**
16. Renter shall indemnify and hold the Town of Reddick, its employees and agents, harmless from and against any and all claims, demands or causes of action of any nature whatsoever, including their reasonable attorney's fees, arising out of or in connection with Renter's use of the Reddick Community House.

The renter acknowledges receipt of a copy of these Rules as evidenced by his signature below and agrees to abide by all of the rules. **ANY VIOLATION OF THESE RULES WILL RESULT IN FORFEITURE OF DEPOSIT.**

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

Phone: \_\_\_\_\_

Date of rental: \_\_\_\_\_

COVID PROTOCOLS FOR COMMUNITY CENTER RENTAL

- 1) CONTINUE TO ADHERE TO CDC GUIDELINES:
  - TEMPERATURE CHECKS AT ENTRANCE WITH NO ADMISSION IF GREATER THAN 100.4
  - HAND SANITIZERS
  - SOCIAL DISTANCING
  - WEARING MASKS EXCEPT WHEN ENGAGING IN A MEAL OR ADDRESSING THE AUDIENCE
- 2) NO MORE THAN 100 PEOPLE AT EVENT
- 3) FACILITY TO BE CLEANED AND PROPERLY SANITIZED AFTER EVENT.
- 4) THE TOWN OF REDDICK WILL NOT BE HELD RESPONSIBLE FOR ANY COVID OUTBREAKS THAT MAY POSSIBLY ARISE FROM EVENT.

I UNDERSTAND THAT FAILURE TO FOLLOW THESE GUIDELINES COULD RESULT IN THE LOSS OF MY DAMAGE SECURITY DEPOSIT.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_