

## RULES FOR USE GARNER SENIOR CENTER

1. All dates and times stated on the **Application for Use** will be strictly enforced. The center will remain locked until the time stated on the application.
2. Storage of equipment before or after an event will constitute use of the facility, and it must be rented accordingly. Users renting equipment must make arrangements with the rental agency for delivery and/or pick-up during the period (s) of time the facility is requested for use to avoid extra building charges. Another group may have the facility booked the next day. Equipment left in the building beyond the requested time(s) of use will incur additional rental fees that will be deducted from the Security Deposit. The Town of Garner will not accept deliveries on behalf of users. Perishable items will be disposed of at users' expense.
3. Garner Senior Center is available after 5:00pm on Fridays and from 8:00am until 10:00pm on weekends, when it is not in use by the Parks, Recreation and Cultural Resources Department. All functions must end at 10:00pm, and the building cleared of equipment and people by 11:00pm. Anyone using the building or grounds after this time will be subject to any applicable charges or fees.
4. The person representing the using group must be at least 21 years of age. There must be one adult age 21 or older with every 10 minors in attendance.
5. The capacities for rooms available for rent are as follow:  
    Multipurpose room   150  
    Fitness Annex       214  
If the attendance exceeds these amounts, we will cancel the event.
6. **Alcoholic beverages are prohibited** both inside and on the grounds of the facility. Smoking and use of all tobacco products are prohibited inside the facility but is allowed in the on the back porch. Food and drinks are not permitted in the hallways or lobby area.
7. No alterations may be made to the building or its contents. The piano cannot be removed from the room. Tables and chairs cannot be moved from other areas in the facility.
8. Set up and dismantle for event is the responsibility of the user. The rooms(s) must be returned to the condition in which it was found. All the dining room tables (15) and chairs (75) may be moved, but must be replaced in the large multipurpose room as they were found. Additional tables and chairs are available may be used to meet full seated capacity of 150 people. All additional tables and chairs must be returned to storage closet. We ask that renters **avoid dragging tables and chairs** on the tile floors. If there are excessive marking and evidence of dragging tables and equipment, the party may be charged to refinish the floor.
9. Clean up is the responsibility of the user. All floors must be swept, tables and chairs should be wiped down and trash placed in outside dumpsters for the next day operation of the center.

10. Infractions of these rules or any law or ordinances while occupying the building or violations of any rule contained herein, will be grounds for immediate termination of use of the building without a refund, for forfeit of the Reservation Deposit, as well as for any applicable criminal charges.

11. The Town of Garner may deny use of the facility by any user whose proposed activity is illegal or poses a significant threat of damage to the facilities or persons in attendance or that fails to establish responsible supervision. The Town of Garner reserves the right to terminate any rental in progress without a refund due to situations arising out of the rental.

12. The building is not available for general public events. The user's activity must have a definite established invitation list or advance tickets may be sold to the general public but not to exceed the maximum building capacity. **NO TICKET SALES AT THE DOOR.**

13. The rooms and equipment that are available for rent include large multipurpose room and gym in Fitness Annex. A Food Service Fee is added for functions that include food. This allows access to the warming kitchen and ice machine. All rentals include tables and chairs (for up to 150 people) and use of the piano by request. The Fitness Annex is available as rentable gym space; exercise equipment is not available for use by renters.

#### Banquet Room

- Use of piano included in rental
- Use of 55" Samsung Smart TV included (usb and hdmi access-ask staff for assistance)
- Candles allowed
- Use of projection screen allowed but not use of AV equipment
- Inflatables not allowed
- Outdoor grilling or use of fryers requires **prior approval**

#### Warming Kitchen

(This kitchen is intended for use by caterers and warming of food, not cooking)

- Warming kitchen includes: refrigerator, freezer, stove top, oven, warming oven and ice machine
- Not included: tools, utensils or supplies