

Community Center Facility Rental Rules

DECORATIONS

1. NO USE of any pyrotechnics, open flame, smoke or fog making devices are allowed anywhere inside the building, patios or plaza areas.
2. Please do not use staples, nails, screws, or adhesive tape (other than blue painter's tape) on the doors, walls, floors, of the facility.
3. Decorations or signs shall not be placed in any rooms, hallways, lobbies in the building without permission of the Community Services Department.
4. Balloons are permitted, but must be removed at the conclusion of the event.

STAGE

1. Do not climb onto or jump off the stage apron. Please use the stage doors or the portable stairs leading on and off the stage.
3. Please avoid touching or holding onto the stage drapes.
4. Please DO NOT move the piano or place objects on the piano, covered or uncovered.
5. All props, set pieces, furniture, flats audio equipment and support structures must have protective rubber or felt between the time and the stage floor. All items must be removed at the conclusion of your event.
6. The wheelchair lift adjacent to the stage is for the use of visitors with physical disabilities only. The lift is not to be used as a freight elevator.

SOUND LEVEL AND NOISE

1. The Community Services Department reserves the right to control final sound level for any event or Program. The interior and exterior doors of the Heritage Room must be closed at 9:00PM or at other times designated by the Community Services Department.

AUDIO – VISUAL

1. DO NOT disconnect any City-owned audio equipment at anytime, before, during or after the conclusion of your event. Staff will assist reservation holders with the proper use and operation of all City-owned equipment. Community Services staff will setup and breakdown all city-owned audio visual equipment, including microphones, cables and stands.
2. DO NOT turn off the house lights with the breaker switches located backstage. House light controls for the Heritage Room are located near each of the interior doors.

PARKING

1. Parking is not permitted in the loading dock area or in front of the loading dock doors. It is designated for loading and unloading only. If you are unloading items from your vehicle please do so and then move the vehicle to one of the nearby parking lots.

CLEAN UP

1. Food and drink is not permitted on the Heritage Room stage, Gymnasium or Physical Activity Room. Smoking is never allowed in the building.
2. Please return the room to the condition it was before your event began by, i.e., taking down decorations, picking up trash, and food off the floor and wiping off tables before the reservation holder/applicant checks out with Community Services staff when ready to leave the facility. If desired, staff will assist you with providing trash bags, brooms and a vacuum cleaner.
3. Trash must be taken to the trash bin located outside the kitchen.
4. The stacking of chairs after your event is concluded is not required. Community Services staff will take care of those tasks after your reservation is completed. Please do not move or fold tables.
5. The City is not responsible for property left in any other part of the facility or premises, nor does it provide storage prior to your arrival or after your departure.

RECYCLING

1. Consider using recycled and recyclable materials and environmentally friendly products whenever practicable.
2. Please put all recyclable material in the designated recycle bins provided.
3. The use of Styrofoam products is prohibited.