

PECAN GROVE COMMUNITY CENTER

TERMS OF USE

Overview

1. **Reservation** – Community Center is not reserved until full security deposit is received. **Reservation form must be completed by an adult (21 or older)**, and copy made of picture I.D.
2. **Cancellations** – Notice of cancellation must be made in writing at least seven days prior to event for deposit refund. Less than seven days notice will result in forfeiture of the deposit.
3. **Security Deposit** – A security deposit of \$150 is due at the time you wish to reserve the facility. Security Deposit, less any cost for damaged/missing property and cleaning charges (if applicable), will normally be returned **within 2 weeks after** your event. **Failure to abide by any of the rental terms will result in forfeiture of your deposit.**
4. **Rental Fee** – See Reservation Form for details. Rental Fee (and any other charges, if applicable) is due before key may be picked up (one **business** day prior to your event, unless rental is on M-F during regular business hours).
5. **Keys** – Keys to the facility may normally be picked up no sooner than **one business day** prior to your event; same day if event is on a weekday when the office is open, and more than one day if office is closed more than one consecutive day prior to your event. **KEYS AND COMPLETED CHECKLIST MUST BOTH BE PLACED IN THE NIGHT DEPOSITORY (DROP BOX) PRIOR TO 7:00 A.M. THE DAY AFTER YOUR EVENT.**
6. **Use of Facility** – Please check with our office to see what hours the facility will be available for your event. Normal hours of use are from 9 a.m. to 11 p.m., Sun-Thu, or 9 a.m. to 1 a.m., Sat & Sun. If another function is scheduled just prior to yours, cleanup time could take several hours between events, and change your start time. Also, soccer activities (as listed) may impede parking availability (see schedule).
7. **Departure** – Facility must be vacated by 11:00 p.m. Sun-Thu. On **Fri & Sat**, all guests must vacate the premises before 1:00 a.m. A max. of four people may remain to clean the facility after 1:00 a.m., but must be out by 2:00 a.m. **IF FACILITY IS NOT VACATED BY THE ABOVE TIMES, SECURITY DEPOSIT WILL BE FORFEITED!**
8. **Early Use/Decoration** – **NO EARLY USE OF THE FACILITY** (the day or night before your event) is allowed without payment of an extra day's discounted rental fee. If it is found that this policy has been violated, the full amount of your deposit will be withheld.
9. **Table Covering** – **TABLE COVERINGS MUST BE USED ON ALL TABLES.** You may purchase a roll of plastic table covering from us if necessary (see price on Reservation Form).
10. **Weddings/Receptions** – Rice is prohibited; instead, use birdseed, bubbles, etc., **outside only.**
11. **Tables & Chairs** – Tables & Chairs may **not** be taken outside the building.
12. **Glitter, small confetti of any kind, feather boas, etc. are prohibited** (too difficult and time-consuming to clean and the remnants hang around for months). **Use of these materials will result in forfeiture of deposit!**
13. **Cleaning** – We do not wish to keep ANY of your security deposit. Doing so only creates hard feelings. We have done everything that we know how to do to itemize exactly what is expected of all parties for rental of this facility. Therefore, please make certain you know the content of the "Terms of Use", the "Reservation Form" and the "Cleaning Checklist". If you leave the facility in the same condition it was presented to you and you follow these forms, you will have no problem receiving a full refund of your deposit! Anything the cleaning contractor must do (other than a final mopping) will be charged at **\$25/hr., or total Sec. Deposit forfeiture due to multiple items being missed.** **If there is any doubt in your mind whether you wish to take the time to properly clean the facility after your event or not, payment must be made at least one week in advance for contractor to do most (or all) of the cleaning.**

If anything is lacking on our part, or not properly cleaned before your event, leave a message @ 673-9766 **well before** your event begins, so we can correct the problem if possible, or so that we are at least aware of the issue.

Capacities (approximate)

52 - Meetings with chairs on one side of tables only (for viewing of pull-down screen or speaker at head table)

84 - Seated at both sides of tables for formal dining

100 – With no tables set up (chairs only, or w/o chairs - for meetings, parties, etc.)

Never exceed 100 persons in main room at any time, to meet Fire Safety Codes

Dances

Due to past issues, we can no longer allow dances for adults. Only dances for children under the age of 18 are allowed. Only exception is for special events/fundraisers sponsored by Pecan Grove, with a member of Management present at event.

Alcohol & Drugs

Alcohol and drugs are prohibited. Use of illegal drugs, public intoxication and consumption will not be tolerated, and will result in loss of deposit, loss of future rental privileges and other possible consequences.

Children

Parents/guardians must be responsible for their children, especially around the automatic doors, etc. If any Pecan Grove property is found missing or damaged, security deposit may be forfeited (up to full amount) and additional damage and/or cleaning charges may apply.

Decorating

Nails, tacks, most tapes, etc., are prohibited. Check with management if you have questions about this.

NO SMOKING!

The community center and all other Pecan Grove property is a **no smoking and no tobacco** facility **by Federal Law!** If someone **MUST** smoke, it must be done at least 25' from any building, parking area, play field or any other place where others are present. **Cigarette/cigar butts and other trash found on the property will result in a trash pick-up charge to be withheld from security deposit.** **Any evidence of smoking inside or near the facility will result in an automatic forfeiture of the entire security deposit.**

NO PETS! – No pets of any type are allowed on the premises. No exceptions.

Noise

Inside activities/sound equipment levels must not disturb nearby residents or others. Also, no loud music or other noises are allowed from outside of the building or from vehicles. **Keep community center doors closed so that noise level does not disturb the public.** There are neighbors living very close by, so please be considerate!

Parking

Additional parking is available on the south side of the community center building (in gravel or grass parking areas).

Management/Law Enforcement Discretion

At the discretion of law enforcement and/or management, if it is determined that your event poses a risk of potential violence and/or public disturbance, or if we have previously experienced problems with the applicant, applicant's family member(s) or their acquaintances (any of whom that are likely to be present at your scheduled event), we reserve the right to refuse to rent the facility.