

# Attachment D – Meeting Room

## Rental Rules & Regulations

### Rental Fees

- \$35 per GV residents or \$50 per hour for non-residents.
- \$35 alcohol permit is required when alcohol will be served on park property.
- Rental fees **include client's set-up and clean-up** times.
- \$50.00 credit card deposit must be paid when the event is booked.
  - Deposit payment must be a separate payment from your full payment.
  - Deposits may be used for the following on the day of the event: damage done to the facility, additional cleaning deemed necessary by facility staff, additional rental time before or after the agreed time.
- Full payment required at least **2 weeks** prior to reservation date.

### Facility Credit/Refund Policy Upon Cancellation

Refund amounts will be based upon the date of the cancellation request. Credit card refunds take 3-5 business days once processed if approved and if transactions are under 3 months old. Rentals paid in cash will be issued a check refund 3-4 weeks after refund has been approved.

- All deposits: No refunds
- 30 days before reservation: 100% refund (excluding deposit)
- 15-29 days before reservation: 50% refund (excluding deposit)
- 0-14 days before reservation: No refund including deposit.

### Facility Rules

1. The Grain Valley Community Center is a **Smoke-Free** Facility. Smoking is allowed in designated (outside) areas only
2. Decorations are only allowed on tables, not on walls or ceilings. Special decorating needs may be considered at the time of rental request. The use of glow sticks, cellophane, adhesive tape, staples, screws, nails, etc., on tables, walls, or equipment is prohibited. Candles are only allowed on tables with a dish that will catch the dripping wax.
3. **We do not allow any form of confetti or glitter inside or outside the facility.** Deposit will be forfeited. **This includes glitter and/or confetti decorations in balloons, poppers, etc.** Initial:
4. All decorations shall be put up and taken down on the day of the rental.
5. All trash needs to be taken outside to the dumpster, located on the Northeast side of the parking lot.
6. The renter is responsible for any damage to facility property or equipment. If, after an activity, additional janitorial or maintenance is required (other than normal cleaning) the renter will be charged accordingly.
7. **Users shall vacate the facility at the time designated in the rental agreement**
8. The consumption of alcohol will be allowed under the following conditions:
  - a. The consumption of alcohol is restricted to the Multi-Purpose Room and Kitchen.
  - b. The City reserves the right to disallow the use of alcohol to any individual or group.
  - c. Those using the facility must comply with City, County and State laws and ordinances.

I agree to the above information:

Contact Signature:  Date

**Any person violating facility rules and regulations may be requested to leave the facility, and possibly cause forfeiture of the renter's deposit.**