

RENTAL HOURS INCLUDE SET-UP, EVENT, AND CLEAN-UP

RULES AND EXPECTATIONS FOR RENTALS

PLEASE RETAIN THIS NOTICE DURING YOUR RENTAL DATE

Rules

- Person renting the building (name on the contract) must be present at the event at all times.
- Event must be concluded by 12 midnight on the day of or each day building is rented. You will have until 1:00 am for clean-up.
- NO SMOKING IN BUILDING AT ANY TIME. This is a public facility.
- Decorating - No marring of building in anyway: NO TAPE, GLUE, TACKS, NAILS, PUSH PINS, 3M COMMANDO TAPE, ETC., ON WALLS, DOORS, FLOORS, STAGE CURTAINS, CEILINGS BLINDS.
- Parking – do not block neighbors driveways.
- Piano must NOT be MOVED.
- Candles – use battery-operated only.
- Weddings – birdseed only allowed outside. NO rice, glitter, sequins, confetti, etc. allowed inside or outside.

EXPECTATIONS

- Building must be left clean, floor swept and all garbage cans emptied.
- Replace all furniture to original position (there is a layout posted in the Kitchen)
- Garbage – place bags of garbage in the Waste Pro garbage cans next to the building. All garbage bags must fit in cans provided, do not leave on ground for animals to go through.
- After rental, when leaving building: turn off lights, lock all doors.
- AC unit needs to be left on AUTO.

PLEASE NOTE

- Renter will be held liable for the cost of repairs for any damage done to the building or property during their time of rental.
- Renter is responsible for ensuring there are enough chaperones during any event held for those under the age of 21.
- If you cancel your contract for the Clubhouse, you will forfeit deposit.

**The Woman's Club of Lake City and the Lake City Garden Club reserve the right to change, cancel, and/or revoke rules and contracts if deemed necessary.

7/2020