



Dinwiddie County

Parks & Recreation



Facility Reservation Guide

Historic Dinwiddie Courthouse

Opened 1851

14101 Boydton Plank Road

Dinwiddie, VA 23841

Phone: (804) 732-1100

Fax: (804) 732-9921

THIS IS A TOBACCO FREE FACILITY

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Items in the table of contents that have an asterisk (*) next to them need to be signed by the applicant and submitted to the recreation staff at the time of reservation. The clean-up check list is signed at the conclusion of the event.



Dinwiddie County
Department of Parks, Recreation & Tourism
FACILITY RENTAL APPLICATION



HISTORIC DINWIDDIE COURTHOUSE
14101 BOYDTON PLANK ROAD, DINWIDDIE, VA 23841
(804) 732-1100 Fax: (804) 732-9921

This FACILITY RENTAL APPLICATION must be completed and returned to the recreation staff. The applicant must read the Policy Governing Use of the Historic Dinwiddie Courthouse included in this guide. The full rental payment must be submitted, with the \$100.00 damage deposit and this application at the time of rental. **Please make checks payable to Dinwiddie County.** All deposits will be returned except as explained in the Policy Governing Use of the Historic Dinwiddie Courthouse. All deposits will be processed by the Dinwiddie County Treasurer's Office. Applications are accepted no more than a year in advance and no less than thirty (30) days before the event. For additional information, please contact the Historic Dinwiddie Courthouse Office at (804) 732-1100.

Applicant Information

Date Application Submitted: _____ Email Address: _____
 Applicant Name: _____
 Address: _____
 City/State/Zip Code: _____
 Applicant Phone: (Day): _____ (Night): _____

Program Information

Nature of Program/Event: _____
 Is this an event for youth ages 12 to 20? Yes No *(If yes, please complete Application for Event Security.)*
 Total Number Expected: _____ Caterer/Phone: _____

Specific Area(s) Requested: _____

Date of Reservation: _____ Time: from _____ to _____

I have read and understand the terms and conditions for use of the facility. By signing this form, I agree, as the applicant, to abide by the terms and conditions and understand that I will be held responsible and fiscally accountable for any damages occurring as a result of my event.

Signature of Applicant: _____ Date: _____

Office Use Only Date Application Received: _____ Copy of I.D. YES
 Total Rental Charges Assessed: \$ _____ Deposit/Rental Payment: \$ _____ / _____
 Sheriff's Deputy Fee Due: \$ _____ Number of hours rented: _____
 Event Time: from _____ to _____ (The event time includes the preparation time and clean up time.)
 Staff Signature: _____ Date: _____

Application is: **Approved** **Denied**



Dinwiddie County
Department of Parks, Recreation & Tourism
APPLICATION FOR EVENT SECURITY



HISTORIC DINWIDDIE COURTHOUSE
14101 BOYDTON PLANK ROAD, DINWIDDIE, VA 23841
(804) 732-1100 Fax: (804) 732-9921

THIS APPLICATION FOR EVENT SECURITY must be completed and returned to the recreation staff on duty for any event at the Historic Dinwiddie Courthouse for groups or organizations composed of persons ages 12 to 20 and or when deemed necessary or required to ensure the proper facilitation of the event by the Dinwiddie County Parks, Recreation & Tourism Staff. The applicant must read the Policy Governing Use of the Historic Dinwiddie Courthouse included in this guide. Anyone signing this form must be at least 25 years of age and must accept full responsibility for the use of the Historic Dinwiddie Courthouse during the date and time agreed. **Please make checks payable to Dinwiddie County.** For additional information, please contact our office at (804) 732-1100.

Applicant Information

Date Application Submitted: _____ Applicant Name: _____
 Address: _____ City/State/Zip Code: _____

Program/Event Information

Date of Reservation: _____ Time: from _____ to _____
 Nature of Program/Event: _____
 Is this an event for youth ages 12 to 20? Yes No
 Total Number Expected: _____ **Specific Area(s) Requested:** _____

The application for event security should be completed when the facility rental application is completed. **Upon receipt of this application for security, the Dinwiddie County Parks, Recreation and Tourism Staff will make arrangements to obtain security from the Dinwiddie County Sheriff's Department, at the applicant's expense.** This application and payment for the security services must be submitted with the facility or picnic shelter rental application.

One uniformed Deputy currently employed by the Dinwiddie County Sheriff's Department will be provided for the event. The applicant is not permitted to provide his or her own security or hire personnel from any other security organization, agency, firm, or police department. The applicant must notify the recreation staff of cancellation of the event at least thirty (30) days before the event date. This must be done in writing, by mail or in person at the Historic Dinwiddie Courthouse. Failure by the applicant to notify the recreation staff of event cancellation where security services have been assigned without the required thirty (30) days' notice will be billed for two (2) hours of service. The Dinwiddie County Sheriff's Deputy Fee is \$35.00 per hour for a minimum of four (4) hours of service.

Signature of Applicant: _____ Date: _____

Office Use Only

Date Application Received: _____ Total Security Fees Assessed: \$ _____

Din. Co. Sheriff's Deputy Assigned to Event: _____

Staff Signature: _____ Date: _____



Dinwiddie County
Department of Parks, Recreation & Tourism
RESPONSIBILITIES FOR SUPERVISION FOR GROUPS OR
ORGANIZATIONS COMPOSED OF PERSONS AGES 12 TO 20



HISTORIC DINWIDDIE COURTHOUSE
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- Ensure the ratio of adult chaperones being, two chaperones 25 years of age or older for every twenty-five (25) participants. Chaperones at the greeter's table shall not count as chaperones toward this required ratio.
- Ensure the adult chaperone(s) being on-site at all times.
- Ensure the number of guests does not exceed the maximum room occupancy for requested areas of use.
- Ensure an accurate Guest List being on-site throughout the rental and monitored by two adult chaperones age 25 years old or older. These two chaperones shall not count towards the required chaperone ratio. The Guest List must include each chaperone and participant attending the event and must be submitted on the day of the event.
- Ensure the appropriate and legitimate conduct and behavior of all guests.
- Chaperones must ensure that the participants are not gathering or loitering anywhere outside the facility including the parking lot.
- A greeter's table to check-in participants must be visible near the main entrance of the center and facilitated by two chaperones age 25 years old or older at all times. Chaperones at the greeter's table shall not count as chaperones toward this required ratio.
- Only those participants that are on the Guest List will be permitted to enter the Historic Dinwiddie Courthouse to attend the event.
- All lights will remain on in all areas of the facility for maximum visibility during events for participants ages 12 to 20.
- Cooperate with, and assist Dinwiddie County personnel to immediately terminate the event should the conduct or actions of guests or uninvited visitors pose risks of danger to citizen or staff safety, Dinwiddie County property, or well-being.
- The applicant must hire adequate security according to the provisions of the Application of Event Security for all events for participants ages 12 to 20. The Deputy will be in full uniform and at the event solely for the purpose of providing security and monitoring the entire event.

I have read and accept the above responsibilities for supervision of groups or organizations composed of persons ages 12 to 20. I will ensure adherence.

Event Date: _____ Event Time: _____

Applicant Signature: _____ Date: _____

Staff Signature: _____ Date: _____



HISTORIC DINWIDDIE COURTHOUSE
14101 BOYDTON PLANK ROAD, DINWIDDIE, VA 23841
(804) 732-1100 Fax: (804) 732-9921

1. The application to use the Historic Dinwiddie Courthouse must be submitted to the recreation staff on duty. Dinwiddie County residents may reserve the facility up to one (1) year before the desired date. Non-County residents may reserve the facility up to six (6) months before the desired date. Any rentals for governmental use, other than activities sponsored by the Dinwiddie County Department of Parks, Recreation & Tourism, may be confirmed up to ninety (90) days before the desired date. Proof of County residency (driver's license or voter registration card) must be provided with the application for use. Completed applications, deposits and rental fees may be submitted during regular office hours, Monday through Friday 10:00 a.m. - 9:00 p.m.
 - a. If two or more County residents arrive at the same time and wish to apply for the same date, a lottery drawing will be held to decide who is granted the use of the facility for that date. The drawing will be conducted by the recreation staff on duty, and will be held in the presence of the participating residents. The standard state issued driver's license will be used as the lottery drawing card. To participate in the lottery all participants must arrive at the center by 10:00 a.m. The lottery will begin promptly at 10:15 a.m.
 - b. If one or more County residents and one or more non-County residents arrive at the same time and wish to reserve the same date, the County residents will have priority over the non-County residents.
 - c. If two or more non-County residents arrive at the same time and wish to reserve the same date, a lottery drawing will be held to decide who is granted use of the facility for that date. The drawing will be held by the recreation staff on duty and will be held in the presence of the non-County residents.
 - d. All reservations decided according to these procedures are final.
2. **ALL RENTAL DEPOSITS AND RENTAL FEES MUST BE PAID WHEN THE RENTAL APPLICATION IS SUBMITTED AT THE TIME OF RESERVATION. NO EXCEPTIONS.**
3. A damage deposit of \$100.00 made payable to Dinwiddie County will be added to the total rental fees and must be submitted with the completed application. After use of the facility on the specified event date, **the deposit will be refunded with-in thirty (30) days except in the following instances:**
 - a. Any damage is done to the building or the Historic Dinwiddie Courthouse property.
 - b. Failure to meet the following requirements for clean-up:
 - (1) All materials brought into the Historic Dinwiddie Courthouse must be removed immediately following the event.
 - (2) All trash must be removed and placed in the proper trash dumpster outside the building.
 - (3) THIS IS A TOBACCO FREE FACILITY.
 - (4) The Historic Dinwiddie Courthouse materials, equipment and all audiovisual equipment must be left in the same condition as before use.
 - (5) All decorations must be removed and disposed of properly.

(6) No rice or similar material may be thrown inside or outside the Historic Dinwiddie Courthouse; birdseed may be thrown outside.

(7) The use of open flames, candles, sparklers or fire is prohibited.

c. Failure to notify recreation staff of event cancellation at least thirty (30) days before the event date. This must be done in writing, by mail, email or in person at the Historic Dinwiddie Courthouse.

d. Failure to vacate the building at the designated time.

Failure to notify recreation staff of event cancellation where security services have been assigned, without thirty (30) days' notice will be billed for two (2) hours of service.

4. Order of priority for use of the Historic Dinwiddie Courthouse:

a. Groups and/or programs under the direction or sponsorship of Dinwiddie County Parks, Recreation and Tourism.

b. Departments or agencies (to include those who receive County funds) of Dinwiddie County government as approved by the County Administrator.

c. Dinwiddie County School Board.

d. Non-profit charitable, educational, civic, fraternal, or social organizations offering programs to the residents of Dinwiddie County.

e. Corporations, businesses, and residents of Dinwiddie County offering programs to the residents of Dinwiddie County.

f. Residents and non-residents for personal non-fundraising functions.

5. Individuals wishing to tour the facility or to arrange for an event booking must make an appointment with the recreation staff on duty so as not to interfere with events in progress.

6. All parties using the Historic Dinwiddie Courthouse are responsible for any damages to the facility and its' property. If this damage exceeds the \$100.00 Damage Security Deposit, charges will be made to the user to cover such damages.

7. No set-up closer than two (2) feet from the wall when on the outside grounds of the facility.

8. All liquids must be contained at all times. Ice sculptures are not allowed in the Courthouse.

9. The renter must provide all appropriate dollies, hand trucks or other moving equipment for the set-up and removal of equipment and supplies.

10. Cooking with-in the Courthouse is prohibited. Food and beverages are permitted on the outside grounds of the Courthouse.

11. Any applicant wishing to use a private caterer for any event must submit the caterer's name and phone number with the application. The caterer must follow all state and local regulations governing the serving of food and beverages. Food and drinks are not permitted inside the Courthouse spaces.

12. No materials or equipment, including signs or posters, shall be attached to the Historic Dinwiddie Courthouse or its property. No flammable liquids or materials may be used without prior inspection and approval from the recreation staff, as we must ensure they are in compliance with the Department of Fire, fire code. The use of open flames, candles, sparklers or fire is prohibited.

13. The number of people in the Historic Dinwiddie Courthouse shall not exceed established capacities.
14. No money or admission shall be collected on the premises any time by a non-governmental user of the Historic Dinwiddie Courthouse.
15. The sale of food or drink in the Historic Dinwiddie Courthouse or on the surrounding grounds is prohibited.
16. The Dinwiddie County Department of Parks, Recreation & Tourism and Dinwiddie County shall assume no responsibility for any property placed in or on our premises.
17. All applications for use of the Historic Dinwiddie Courthouse must be signed by an individual at least 22 years of age. Permission for groups or organizations composed of at least 10 persons ages 12 to 20 shall be granted only to individuals at least 25 years of age or older who accept responsibility for supervising them. In instances where events are held with participants ages 12 to 20, the following procedures must be followed. (*See the Application for RESPONSIBILITIES FOR SUPERVISION FOR GROUPS OR ORGANIZATIONS COMPOSED OF PERSONS AGES 12 TO 20*):
 - a. There must be two chaperones 25 years of age or older for every twenty-five (25) participants and the chaperones must be present at all times. Chaperones at the greeter's table shall not count as chaperones toward this required ratio.
 - b. A list of the names or a guest list, which includes each chaperone and participant attending the event, must be provided to the recreation staff on the day of the event.
 - c. A greeter's table to check-in participants must be visible near the main entrance of the center and facilitated by two chaperones at all times. The chaperones at the greeter's table shall not count as chaperones toward the required chaperone ratio. Only those participants that are on the guest list will be permitted to enter the Historic Dinwiddie Courthouse to attend the event.
 - d. All lights will remain on in the Historic Dinwiddie Courthouse for maximum visibility during events held for participants ages 12 to 20.
 - e. The applicant must hire adequate security according to the provisions of the Application for Event Security for all events for participants ages 12 to 20. The Deputy will be in full uniform and at the event solely for the purpose of providing security and monitoring the entire event.
18. Any furniture or set ups to be arranged will be completed by the recreation staff. Applicants must provide diagrams showing placement of tables and chairs to the recreation staff when the rental application is submitted.
19. The County of Dinwiddie reserves the right, in its sole discretion, to cancel any use of the subject premises for any reason, and the sole recourse of the person reserving or using the facility shall be to a refund of the fees that they have paid. In the event that the cancellation is due to the violation of any County policies or is otherwise the fault of the person reserving or using the facility, the County shall not owe any refund. Please call the Dinwiddie County Department of Parks, Recreation & Tourism at 732-1100 if you have any questions or concerns about closings or cancellations.
20. The Historic Dinwiddie Courthouse is provided in "as is" condition. The Dinwiddie County Department of Parks, Recreation & Tourism makes no warranty of guarantee as to the condition of the facility or the condition of the availability of the equipment provided. We would like to inform applicants/participants of the Dinwiddie Historic Courthouse that the County of Dinwiddie may have sovereign immunity to claims arising from the use of this facility.

21. Non-Government applicants are prohibited from charging fees for participation in any event/program at the Historic Dinwiddie Courthouse or on its' premises. Donations requested or accepted will be deemed a fee for the purpose of this prohibition. Fundraising for political purposes is prohibited. Anyone found collecting money will have their event ended, will automatically lose their deposit and will be charged the full rental amount for use of the facility.
22. Applicants are responsible for coordinating all aspects of their event within the requested event hours.
23. Other programs/events may occur in the Courthouse, on the Courthouse grounds or in the Library adjacent to the Courthouse at the same time as your event.
24. The Dinwiddie County Department of Parks, Recreation & Tourism reserves the right to refuse or deny the use of the Historic Dinwiddie Courthouse to any activity or event that is derogatory in nature or not of a family oriented subject matter. All activities and events are subject to review and approval or denial by the recreation staff.
25. The Dinwiddie County Department of Parks, Recreation & Tourism reserves the right to deny any event, activity or equipment usage that could damage the Courthouse and/or its' contents. The building must be considered as an artifact.
26. No changes in set-up may be made on the day of the event. The applicant must prepare/set-up, host and clean up the event with-in the event time rented. The applicant is responsible for managing the event time block rented to accommodate the entire event. No extra time will be given before or after the event. Additional hours cannot be purchased on the day of the event. The recreation staff will notify the applicant an hour before their event time block ends, to ensure proper event time management. If the applicant goes beyond their event time they will lose their deposit and will not be able to rent the facility in the future. Any changes to the initial requests made must be done by the applicant by mail, email or in person by letter of request fourteen (14) days before the event. If a reservation requires the rental of multiple rooms, all rooms must be rented for the same event time. All changes must be approved by the recreation staff.
27. The possession, consumption and/or distribution of controlled substances are strictly prohibited on the premises. This is a tobacco free facility. The use of tobacco products to include cigarettes and e-cigarettes is prohibited.
28. Alcoholic beverages are strictly prohibited on the premises or inside the Historic Dinwiddie Courthouse.
29. Applications to use the Historic Dinwiddie Courthouse are accepted on a first-come/first-serve basis no more than a year in advance and **no less than thirty (30) days before the event**. The only exception to this policy is if the event is a repass for a funeral. Repass events can be scheduled under 30 days if the facility and staff to supervise the event are available at the time of the request.
30. To ensure the safety and security of the Courthouse and its' contents as well as minimizing the liability to the renter, all non-rented areas are off limits to the renter and guests.
31. Tents or other structures are prohibited on the facility grounds.
32. Guests are required to wear shirts, shoes and proper attire when visiting the facility.

33. CONDUCT: In addition to complying with the other policies and procedures contained in the reservation packet and outlined in the policy governing use of the facility, the renter and guests, independent contractors and vendors must comply with all instructions and requests made by the recreation staff concerning conduct during the event. The Dinwiddie County Parks, Recreation and Tourism staff reserves the right to require the immediate removal from the premises any person who is causing a disturbance or engaging in any conduct that, in the sole discretion of the recreation staff, is threatening or dangerous to people or property. The County and recreation staff are not responsible for any damages or delays caused by the removal of such a person.

REMINDERS

ALL RENTAL DEPOSITS AND FEES MUST BE PAID WHEN THE RENTAL APPLICATION IS SUBMITTED. NO EXCEPTIONS.

The recreation staff must authorize all requests for facility use before they can be confirmed.

The Historic Dinwiddie Courthouse will be closed on designated County holidays.

**Please be prepared to show a photo I.D. when submitting a rental application.
(Acceptable I.D.'s include: driver's license, passport, and military I.D.)**

This is a tobacco free facility.

The Dinwiddie County Parks, Recreation and Tourism Department does not provide chairs, tables or equipment for events at the Historic Dinwiddie Courthouse. The applicant must make arrangements to rent or provide chairs and tables and to deliver/remove them from the property in conjunction with the event time frames.

REFUND POLICY

Applicants that request a refund with 30 days' or more notice prior to their event will receive a full refund, to include their damage security deposit, rental fees and Sheriff's Deputy fees. Applicants must notify the Recreation staff of event cancellation 30 days prior to their event in person, by mail, by fax or email.

Applicants that request a refund with less than 30 days' notice will receive a refund for their rental fees and two hours of their Sheriff's Deputy fees if security was needed for the event. The damage security deposit will be retained and 2 hours of the Sheriff's Deputy fees will be retained if security was needed for the event.



Dinwiddie County
Department of Parks, Recreation & Tourism
RESERVATION INFORMATION



HISTORIC DINWIDDIE COURTHOUSE
14101 BOYDTON PLANK ROAD, DINWIDDIE, VA 23841
(804) 732-1100 Fax: (804) 732-9921

All non-governmental users of the Historic Dinwiddie Courthouse must pay the established fee in full. We offer two fee structures to rent the facility, the hourly rate option or the block rate option. The fee schedules for use of the Historic Dinwiddie Courthouse shall be as follows:

<u>HOURLY RATE OPTION</u>	2 Hour Minimum – 10 Hour Max Resident/Non-resident
Room	
Court Room	\$75 per hour / \$150 per hour
Courtyard	\$75 per hour/\$150 per hour

<u>BLOCK RATE OPTION</u>	5 Hour Minimum Resident/Non-resident	Each Additional Hour Resident/Non-resident
Room		
Court Room and Courtyard	\$250/\$500	\$50/\$200

Damage Security Deposit:.....\$100.00 (Added to total rental fees.)

Set-Up Fee:.....Included in rental fee.

Dinwiddie County Sheriff’s Deputy Fee.....\$35.00 per hour (a minimum of four (4) hours of service)

Hours of Operation:

PRIVATE EVENT HOURS: Monday-Friday	9:00 a.m. – 8:00 p.m.
PRIVATE EVENT HOURS: Saturday	9:00 a.m. – 8:00 p.m.
Sunday	CLOSED

Room capacities are as follows:

Room	Dimensions	Standing	Seated	With tables
Court Room	1869 sq. ft.	95	95	N/A
Courtyard	sq. ft.	200	200	200

The Department of Parks, Recreation & Tourism exists to enhance the quality of life and to foster a sense of well being and community for the citizens of Dinwiddie County. This is accomplished through the proper management of resources and by facilitating leisure services and recreational opportunities in safe and well-maintained environments.



Dinwiddie County
Department of Parks, Recreation & Tourism
FINANCIAL CONTROL SHEET



HISTORIC DINWIDDIE COURTHOUSE
14101 BOYDTON PLANK ROAD, DINWIDDIE, VA 23841
(804) 469-5346 Fax: (804) 732-9921

APPLICANT NAME: _____ **Permit#:** _____

ADDRESS: _____

EVENT DATE: _____

DAMAGE SECURITY DEPOSIT: AMOUNT: _____

RENTAL PAYMENT: AMOUNT: _____

SHERIFF'S DEPUTY SECURITY PAYMENT: AMOUNT: _____

TOTAL PAYMENT INFORMATION:

DATE PAID: _____

AMOUNT: _____

RECEIPT #: _____ **CHECK #: (Write cash if paid in cash)** _____

ROOM DIAGRAM & ROOM SET-UP REQUEST FORM

DATE SUBMITTED: _____

RULES OVERVIEW FORM

DATE SUBMITTED: _____

DINWIDDE COUNTY SHERIFF'S DEPUTY VERIFICATION:

DATE SUBMITTED: _____

NAME OF DEPUTY: _____

REFUNDS

DATE PAID: _____ AMOUNT: _____

FINANCE DEPOSIT CHECK #: _____

AMOUNT RETAINED (See event clean-up check list): _____

NOTES: _____



Dinwiddie County
Department of Parks, Recreation & Tourism
CLEAN-UP CHECK LIST



HISTORIC DINWIDDIE COURTHOUSE
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Below is a check list for clean-up procedures after an event. Please check if the cleaning has been completed. If it has not been completed, please make a note of the problem in the notes section below. Please review this form with the applicant/renter after the event and have them sign it.

Name: _____ Date: _____

Event: _____

- Yes No Trash Disposal: (Placed in dumpster outside)
- Yes No Birdseed (Thrown outside only)
- Yes No Party Rentals and Personal Property Removed
- Yes No Clean Floors of Trash and Food/ Carpet Vacuumed
- Yes No Return All Borrowed Items: (Please list items borrowed in the notes section below.)
- Yes No Vacate Premises on Time

Notes: _____

ROOM (S) RENTED:

- Court Room Courtyard

Event Time: from _____ to _____

- Deposit will be refunded.
- Deposit will **NOT** be refunded.
- Additional expenses will be incurred due to damages.

Applicant Signature: _____

Staff Signature: _____



Dinwiddie County
Department of Parks, Recreation & Tourism
ROOM SET-UP REQUEST



HISTORIC DINWIDDIE COURTHOUSE
14101 BOYDTON PLANK ROAD, DINWIDDIE, VA 23841
(804) 469-5346 Fax: (804) 732-9921

Please complete and return to the recreation staff on duty at least fourteen (14) days before use. Items available for room set-ups include:

EQUIPMENT AVAILABLE	Yes	No	Number Available	Number Needed
Table Top Podium			1	
Microphone/Sound System			1	
Table Top Podium			1	
Easel			1	
Surge Protector			1	
Extension Cord			1	
Room Request Form/Final Room Diagram			1	

PLEASE REMEMBER:
 NO adhering signs or posters to the walls.
 Once the final room diagram is completed, the event set-up may not be changed.
 If any recreation property or furniture needs to be moved, please ask the recreation staff to move the items for you.
 If coolers are used for your event, please ask the recreation staff to place a floor mat under the cooler to absorb any condensation/water run-off.

Signature of Applicant

Date of Request

Staff Signature

Date Received



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14101 BOYDTON PLANK ROAD, DINWIDDIE, VA 23841
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FACILITY RESERVATION GUIDE:

*** Please read your facility reservation guide completely. This form does not replace the guide, but highlights key components of your event.
 *** Applicants are responsible for being at the event. Applicants should check-in & out with our staff upon arrival and before leaving the event.

CHANGE OF CONTRACT:

*** Any changes to the contract must be made in person or in writing by the applicant on the contract. All correspondence concerning the reservation will only be made between the applicant and a recreation staff member. Only the applicant can make changes to event times, room diagrams, or other event information. All changes must be made in writing and be submitted to the recreation staff.

EVENT TIMES:

*** Applicants are responsible for setting up, hosting the event and cleaning up after the event within the requested hours. The applicant's event needs to be completed and cleaned up when the scheduled time expires as stated on the contract/application. For example, if the event time is 7pm-11pm, all guests must be on their way out of the recreation center and in the process of vacating the building by 11 pm. We suggest that the event should end 30 minutes prior to the event expiration time to ensure proper time to clean up. Failure to do so will result in the loss of your damage deposit. If guests are not vacating the recreation center upon event expiration time, proper supervisors and authorities will be promptly notified, to provide assistance in ending the event. If your event does not begin on time, your event time **WILL NOT** be extended. You will still be expected to vacate the facility by the event end time on your application.

DECORATING THE CENTER:

*** **Glitter, confetti, rice, and birdseed** are **NOT** permitted in the courthouse. Birdseed is permitted outside toward the parking lot area.
 *** Balloons must be weighted down so that they do not rise up to the ceiling. If any balloons float to the ceiling and cannot be retrieved your damage deposit will be retained.
 *** You may not decorate the trees, plants or flowers. This includes stringing lights, or hanging anything off of the limbs.
 *** The use of **open flames, candles, fire or sparklers is prohibited.**
 *** Any items brought in must be approved by the recreation staff prior to your event date. Ex: Arches, podiums, etc.
 *** Platforms or stages are not permitted to be set up. All equipment and or decorations must be approved by the recreation staff.

ROOM DIAGRAMS:

*** The Recreation staff has diagrams on file for multiple event sizes with-in the facility capacities. They are all proven successful. If you wish to draw your own diagram, it must be completed by working with a staff member from the recreation staff. Diagrams are not final until approved by the recreation staff.

ROOM CAPACITIES:

*** Event capacities for the rented rooms or the courtyard must be strictly adhered to. If room or courtyard capacities are not adhered to the recreation staff has the right to end your event and your damage security deposit will not be refunded. Capacity requirements differ, so please refer to the reservation packet (pg.11) for room capacity information. Multiple event status checks are conducted by the recreation staff to ensure that room and courtyard capacities are adhered to. If the number of attendees at your event exceeds the specific room or courtyard capacity, you will be asked to remove guests from the event. If guests are not removed and the room or courtyard capacity continues to be exceeded, your event will be terminated and your damage security deposit withheld. Please remember that children, performers, photographers, caterers and any other vendors that you having servicing your event count in your total capacity number.

CLEAN-UP TIME:

*** Trash must be emptied and taken to the proper dumpster upon completion of the event. No food, trash, or waste should be left outside. *** Floors are your responsibility to sweep, clean and spot mop. Any food or trash must be cleaned or you will forfeit your damage deposit.
 *** Please ensure that all tables and chairs are clean of food and debris after your event is over.
 *** **PLEASE ASK THE CENTER STAFF FOR ANY ASSISTANCE YOU MAY NEED. THEY CAN SUPPLY ANY MATERIALS NEEDED FOR CLEAN UP.** ***

DAMAGE TO THE FACILITY:

*** Renters are responsible for any damages to the facility and its property. If the damage exceeds the deposit fee, charges will be made to the renter to cover such damages.

SIGNATURE OF APPLICANT _____ **DATE** _____