

RULES FOR RESERVATIONS OF RAINBOW CITY COMMUNITY CENTER

1. You are responsible for the care of the facility and the carrying out of your activity during the hours of your reservation. THE BUILDING IS TO BE CLEANED, CLEARED AND DOORS LOCKED BY 12 MIDNIGHT.
2. Your rental fee must be turned in with your completed reservation form in order to be inked in on the calendar.
3. YOU ARE RESPONSIBLE FOR LEAVING THE FACILITY AS YOU FOUND IT. (Cleaning up crumbs and spills from the floor and wiping tables).
4. No glitter or confetti used anywhere. Candles used only in wax catching containers. Nothing shall be removed from the walls or put on the walls.
5. YOUR GROUP, INCLUDING CHILDREN, WILL BE RESTRICTED TO THE AREA THAT YOU HAVE RESERVED.
6. Be sure to check about your date, hour and other details one or two weeks prior to activity if possible.
7. EVERYTHING pertaining to the function must be REMOVED from the building immediately----This does include GARBAGE.
8. If the activity is a money raising affair for an individual, company, or organization other than a non-profit organization, then 30% of the gross receipts will be paid to the Rainbow City Community Center.
9. All Caterers must have a Rainbow City License.
10. The Reserver is responsible for the caterers and all clean-up and damage to the facility. If the City has to get extra help to clean, then the Reserver will also be charged.
11. Reserver must furnish the name and phone number of their caterer. It is the responsibility of the reserver to check on the caterer to see if they have cleaned up and followed all the above rules.
12. If there is an admission fee, cover charge, food expense, beverage expense, or any other charge for attending the function, or if alcohol is served or provided at the function, it is necessary for the group reserving the facility to obtain a permit from the Alcoholic Beverage Control Board.
13. You are responsible for having adequate sponsors for YOUTH activities. One sponsor for each ten members is required. They must dance in their sock feet if using the Senior Citizens side. If the floor is marked and has to be stripped and waxed, you will be billed for the cost.
14. This is a SMOKE-FEE BUILDING; any infraction of this ordinance will result in a fine.
15. 8 days notice must be given to receive a full refund on a cancellation. Exception is December—a 2-week notice is required.
16. FOR THE PROTECTION OF YOUR CHILDREN: An Adult (Over 18 years of age) must accompany them to the restrooms. Children must be kept in the area reserved or a parent must be with them – especially in the Mall area or outside the building.

