

**APPLICATION FOR PERMISSION TO LEASE THE RAINBOW CITY COMMUNITY CENTER, WT  
VINYARD BUILDING, OR PAVILLION**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Place Being Leased:** \_\_\_\_\_

**Date of Lease:** \_\_\_\_\_

**Time (if applicable):** \_\_\_\_\_

**Function Type:** \_\_\_\_\_

**Caterer info (if applicable):** \_\_\_\_\_

\_\_\_\_\_

**Total Amount:** \_\_\_\_\_

**Will alcohol be served? Yes \_\_\_\_ or No \_\_\_\_ (Community Center Only)**

I agree that I have received a set of rules and regulations set forth in regard to renting of the said above facilities. Disregarding any of the set forth rules could be a cause for termination of functions with the city retaining all money. If alcohol is present, you must have one (1) officer for 75 people, and for 76 plus you will need two officers (2) present. This is to be paid directly to officer by applicant at the commencement of the reservation time. Minimum of three (3) hours at \$25 per hour.

**Applicant Name (printed):** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_

## **Rainbow City Rules and Regulations**

- **No reservation is to exceed 10:30 PM**
- **You must decorate and clean up during scheduled reservation hours**
- **All forms as well as money must be filled out completely for reservations to be put onto calendar**
- **You must remove all items pertaining to function from building, garbage included**
- **All floors must be swept, all tables as well as counters must be wiped down, and room left as it was found prior to beginning of function**
- **One week's notice must be given for a full refund: exception (December) a two (2) weeks' notice prior to reservation**
- **If using a DJ, they cannot play above 60-90 decibels of sound**
- **No drinks, food, tables or chairs allowed on stage**
- **Any child under age of five (5) should be accompanied to restroom**
- **Groups must remain at their reserved area**
- **If alcohol is sold, you must have permit from the alcohol beverage board. If you partake, then you must pay a Rainbow City Police Officer \$25 per hour with a minimum of 2 hours per 75 people. 76 plus must have an additional officer. This is to be paid directly to officer by applicant at the commencement of the reservation time (Community Center Only)**
- **For every ten (10) teenagers attending function, one (1) adult supervision required**
- **Security, as mentioned above, is required for schools, proms, etc.**
- **If using the Kern Silvey Room (Community Center), dancers must dance in socked feet**
- **No glitter or confetti allowed**
- **Candles in wax catching containers only**
- **Nothing shall be placed on walls or removed from walls**
- **A staff member will be on duty at all times for all activities ( Community Center only)**

**Community Center hours are Monday – Thursday 8 a.m. – 4 p.m. and Friday 8 a.m. – 10 p.m. Weekends are by reservation only. Reservations for WT Vinyard (Scout Building) is all day, Saturday and Sunday only. Pavilions are all day any day of week**