

# **POLICY FOR USAGE OF THE AMUNDSON COMMUNITY CENTER**

## **VILLAGE OF CAMBRIDGE**

This Policy establishes guidelines for usage. Usage of the Center is approved by the Administrator/Clerk/Treasurer's Office.

Use of the Amundson Community Center is a privilege – not a right. It is the policy to encourage and accommodate use of the center. Charges may apply to help keep the building clean and maintained. The availability of the center does not guarantee the right to use it. All contracts may be reviewed by the Village of Cambridge Board of Trustees.

### **ACHOHOLIC BEVERAGES**

- Bona-fide clubs and organizations that wish to serve alcoholic beverages at a **public** gathering must apply for a Picnic License from the Village of Cambridge.
- Private events do not require an alcohol license. The event must not be open to the public and no fees charged to the attendees.
- Only beer, wine and fermented malt beverages may be served.
- Renters must provide and use their own cups for serving alcohol.

### **DECORATIONS**

- Candles in a semi-enclosed container (such as a votive) may be used if carefully monitored.
- Nails, tacks, screws, or staples may not be driven into the walls, ceilings, floors, or woodwork of the center.
- Colored crepe paper may be used if the color does not bleed. Any cleaning costs due to dye stains may be charged to the user.
- Decorations must be removed by the user before leaving the center.

### **CLEAN – UP EXPECTATIONS**

- **Users must put all trash in bags and dispose of it. Trash can be taken out to the large dumpster at the south end of the parking lot.**
- **Tables/chairs must be wiped down.**

- Any damages will be charged back to the user and/or security deposit retained in whole or in part.
- **UPON COMPLETION OF YOUR EVENT – PLEASE RETURN THE ROOM TO THE STANDARD SET UP AS WHEN YOU ARRIVED.**

**THANK YOU!**