



General Rules:

1. All dates and times stated on the contract will be strictly enforced. You must pay for the time you will be in the facility for set-up, the event itself, and clean-up. Renters should keep this in mind when determining rental start and end times. **Deposit will be forfeited if renter goes over approved timeframe.**
2. The rental includes only the spaces reserved in the Facility Rental Application & Contract. During the rental, renters may not set up any equipment or congregate in any area other than the areas agreed upon.
3. One person must be designated as the party responsible for the rental. This person will serve as the primary contact for staff during the rental. The designated responsible party must be at least 21 years of age and present during the rental.
4. The responsible party must ensure all participants abide by the rules, policies, and ordinances established by the City of Belmont and the Parks and Recreation Department.
5. Adequate adult supervision must always be provided. There must be at least one adult for every 10 minors in attendance.
6. The responsible party must ensure the facility is left in the same condition (or better) as received, including but not limited to cleaning, room set up, and trash removal. The standard room setup is posted in the Multipurpose Room.
7. Only free-standing decorations are allowed. No permanent changes to the facility are allowed. No bolts, screws or nails shall be placed in or on the walls, floors, or any fixture indoors or out. Nothing may be taped or tacked to the walls or other surfaces in the facility.
8. Storage of equipment before or after an event will constitute use of the facility, and it must be rented accordingly. Users renting equipment must make arrangements with the rental agency for delivery and/or pick-up during the period(s) of time the facility is rented ~~fruse~~ to avoid extra charges. Equipment left in the building beyond the approved time(s) of use will incur additional rental fees that will be deducted from the security deposit. The City of Belmont will not accept deliveries on behalf of users and will not accept any responsibility for the security or safety of any equipment brought in the facility.
9. All activities must be closed/private. General public invitations are prohibited. Events requiring admission fees or pay at the door must be approved by the Recreation Director.
10. The Department reserves the right to require the rental organization/responsible party to perform any other functions that may be deemed necessary to see that the activity is operated in a safe manner which will not be objectionable to other facility users or residents of adjacent neighborhoods.
11. Belmont Parks and Recreation Department may deny use of facilities to any group whose proposed activity is illegal or poses a significant threat, risk of damage or danger to the facility, persons in attendance, or other facility users.
12. Political activity is prohibited inside and outside of the facility.
13. Any rental agreement may be revoked for misrepresentation in the application or violation of terms and conditions of the Facility Rental Application & Contract or any City or Department rules, policies, and ordinances. The Department reserves the right to terminate any rental in progress without refund due to violations or questionable situations arising out of the rental.
14. **Alcoholic beverages are prohibited inside and outside the facility, unless special permission has been granted by the City Administration. Approved renters are required to purchase an ABC permit and liability insurance.**
15. Smoking is prohibited inside facilities owned by the City of Belmont. Smoking is not allowed in or within 50 feet of the Belmont Recreation Center.
16. No equipment, furnishings, or materials other than those customarily used in the rented facility will be provided by the Parks and Recreation Department.

17. The party responsible must obtain approval from the facility manager to utilize any materials, equipment, etc. not already present in the facility. All approved materials and equipment must be removed immediately after usage.
18. Inflatable amusements, amplified music, water games, etc. are not permitted. Please discuss your activities with a staff member if you are unsure if said activities are allowed.
19. On-site cooking (grill, deep fryers, etc.) is not allowed. Warming food with chafing dishes, steno candles, slow cookers is permitted. Use of the warming kitchen and appliances is available for an additional fee.
20. Renters may not drive on sidewalk or grass to load or unload.

Any items left by the rental organization/responsible person become the property of the Recreation department after 24 hours and may be disposed of at that time. The City will not assume responsibility for lost or damaged property.

Renter Behavior:

1. Two adult chaperones (21 years or older) must be inside the building during any children or teen parties.
2. The chaperones are expected to keep party attendees inside the building during the event. Teenagers and children are not permitted to be outside during the event.
3. Chaperones must stay with any party goers until their ride has come or all-party attendees have left the premises.
4. If any Belmont Parks and Recreation staff detects misbehavior by the attendees, it is their duty to inform the chaperones so that the chaperones can fix the situation.
5. All equipment should be returned to its original place at the close of the rental.
6. **While renters may utilize the kitchen area, DO NOT remove/use any items that are there upon your arrival.**
7. Any tables or chairs used during the rental are to be used properly (*Ex: standing on tables or chairs is not permitted*)
8. Excessive noise is not permitted.
9. Some lights must be on during a party.

Cleaning Requirements:

1. **The applicant will be responsible for completing the cleaning checklist provided with the application.**
2. **Cleaning supplies will be provided by the CityRec Center.**
3. **There will be a staff member on site during rental times to oversee operations.**
4. **If you choose to have a Recreation Staff member clean the room, there will be a \$100.00 charge.**

Thank you for choosing our facility for your event. Please make sure you complete the following cleaning checklist before you leave the facility. Supplies are in the closet across from the restrooms.

- Remove all decorations.
- Remove all food and drinks from the facility and take them with you.
- Empty all trash cans and take bags to the rollout bins at the back of the building.
- Put new trash bags into trash cans.
- Wipe down used countertops, tables, and chairs.
- Put chairs and tables back
- Dust mop (dry) entire floor.
- Mop (wet) entire floor.

***Recreation staff will inspect the building before returning your deposit on the next day of operation. If there are any questions of cleanliness or damage, the deposit will not be returned. ***

I, _____, have been provided a copy of the rules and regulations for renting the recreation center and understand that any violation of these rules/regulations may result in extra fees and possible forfeiture of future rental privileges. I shall be responsible for any damage or loss occurring while the facility is being used for the event named above and shall be responsible for the safety of all participants. I will ensure that all attendees conduct themselves in compliance with the rules and regulations governing the use of facilities. The City of Belmont will assume no liability for the facility damage or personal injury during my usage of the above facility. By signing this, I agree to and will follow the above rules.

Signature of Applicant: _____ Date: _____

***This form is an application only. Reservation is not guaranteed until approved by Parks & Recreation Department.**

HAVE THIS FORM WITH YOU AT THE RESERVATION TO SHOW PROOF OF RESERVATION