

## **CIVIC CENTER RULES AND REGULATIONS VILLAGE OF JEROME**

All renters of the Civic Center shall comply with the following rules and regulations:

### **RENTAL SCHEDULING**

Civic Center rentals are arranged through the Village office staff and may not be made more than 365 days in advance of the intended date of reservation. Exceptions to this schedule will be reviewed on a case by case basis by the Village Board of Trustees. Recurring reservations will not be permitted.

### **USE OF ALCOHOLIC BEVERAGES:**

Use of alcoholic beverages within the Village Municipal Building, including the Civic Center, or on Village property is prohibited by law, with no exceptions.

### **SMOKING:**

Absolutely NO SMOKING is allowed in the Civic Center or the Municipal Building.

### **FACILITY TEMPERATURE:**

Thermostats will be set at a temperature appropriate to outside weather conditions; however, you may change the thermostats if necessary. When setting the temperature for air conditioning, remember that the thermostat on the east end should be set lower than the one on the west end. If setting the temperature for the furnace, the thermostat on the east end should be set higher than the one on the west end.

### **USE OF EQUIPMENT:**

All renters are permitted to use all equipment located in the Civic Center, including the kitchen. However, a key is required for the piano and must be requested when making your reservation. All equipment must be left in good clean condition. Kitchen equipment should be returned to storage after cleaning (renter must supply detergent and towels). Tables which are in the upright position may be taken down; however, they must be restored to the upright position prior to leaving the Civic Center. Tables which are stored on the table racks may also be used. They must be taken down and returned to the storage rack prior to leaving, and chairs must be put away.

### **DECORATIONS:**

Renters are prohibited from hanging decorations from or attaching decorations to the ceiling or light fixtures. Use of glitter or confetti are prohibited. Nothing other than masking tape may be used when putting decorations on wall. Bounce houses and water games are prohibited.

### **GENERAL CONDITIONS AND CLEANLINESS:**

The building must be left in good condition, clean and without any damage. Trash receptacles containing bags are provided in both the meeting and kitchen areas. Renters must supply their own garbage bags if additional bags are needed. Debris inside and outside must be cleaned up. A garbage dumpster is provided outside the southwest Civic Center door. All trash should be placed in dumpster before leaving. All food must be removed from the kitchen, including the refrigerator and freezer. Dishes must be washed and returned to cabinets.

### **CHILDREN:**

Parents must supervise and are responsible for the actions of their children during their activities inside and outside the Civic Center. Children must not be permitted to play in trees, shrubs or restrooms.

**PETS:**

Pets are not permitted inside the Civic Center. However, service animals for individuals with disabilities are permitted.

**PARKING:**

Parking for the facility is located on the west side and east side of the Civic Center. Renters are cautioned to recognize the fact that the church parking lot may not be available and facility users are not permitted to infringe upon rights of our neighbors when parking. Village police are required to enforce orderly parking habits and maintain safe and adequate traffic flow throughout the Village.

**HOLDOVER USE:**

Any use, which is not timely completed in accordance with the Rental Agreement executed by the renter, will be charged an additional holdover rent in an amount which is double the amount set in the Rental Agreement.

**KEY RESPONSIBILITY:**

Responsibility for use of the key rests with the person scheduling the facility use. That person will be expected to retain the key in a secure manner. Further, that person will assume responsibility of checking all doors of the facility to ensure that they have been locked prior to returning the key.

**KEY AVAILABILITY:**

The Civic Center is securely maintained and protected by a lock and key system that is strictly controlled. Keys will be available to a renter the day of use or the last working day prior to use. Keys will be available from the Village office staff ONLY DURING OFFICE HOURS (MONDAY through FRIDAY from 10:00 A.M. to 4:00 P.M.). It shall be the responsibility of the renter to pick up the key at the Village Office during these times. No keys shall be given to renters unless all rental fees are paid in full. Picking up the key in consistent with this paragraph shall be the responsibility of the renter and failure to do so will result in the loss of the renter’s deposit and, at the discretion of the Village, may result in forfeiture of the reservation.

**KEY RETURN:**

If the Village office is open, the key may be returned after use. If use is terminated after office hours, the key shall be returned by dropping it into the mail slot immediately north of the Municipal Building (Northern most) door.

**LOST KEY:**

If a Civic Center key is lost, the renter shall immediately notify the Village office staff. If the Village office is closed, the renter shall immediately notify other Village personnel by calling ~~one~~ of the emergency numbers posted on bulletin board in the Civic Center or listed under the Emergency Number section in this document. Under no circumstances shall any renter leave the Civic Center unattended until a Village employee has been notified and arrangements have been made with the Village to secure the Civic Center.

**EMERGENCY NUMBER:**

If you have a problem with the operation of the furnace, toilet stools, kitchen appliances etc., call 753-6666, the Sangamon County Sheriff’s dispatch. Dispatch will contact a Village of Jerome Police Officer who will assess the problem and contact the Public Works Supervisor or trustee. If an emergency involving health and safety arises, you should call 9-1-1.