

RECREATION CENTER SUPPLEMENTAL RULES AND REGULATIONS

Regular Hours of Operation

Monday - Friday - *5:00 a.m. - 10:00 p.m.
Saturday - 8:00 a.m. - 6:00 p.m.
Sunday - Noon - 6:00 p.m.

(Summer Hours - Monday before Memorial Day through Sunday before Labor Day)

Monday - Friday - *5:00 a.m. - 9:00 p.m.
Saturday - 8:00 a.m. - 5:00 p.m.
Sunday - Noon - 5:00 p.m.

*(Fitness Center opens @ 5:00 a.m.)

1. The Village of Evendale/Evendale Recreation Commission shall restrict the use of this facility to Village of Evendale-sponsored events, resident, nonprofit, business, civic, cultural or educational groups in the Village of Evendale. The Department requires application(s) completed, rental fees and deposits for special requests and usages.

Persons or groups who qualify for use of the Recreation Center who wish to engage in any of the activities listed on the application shall apply, **in person at the Recreation Center**, for a room for the activity. **The Department shall assign rooms on a first come first serve basis, and rooms are subject to availability, and availability of personnel.** Concerning the **Evendale Room criteria #2 and #3**, a group must meet minimum residency requirements. Seventy-five percent (**75%**) of participants attending the function **must** be Village of Evendale residents. Proof of residency **must** be furnished by participating groups, (group roster which contains name, address, phone of each participant) **upon** application submitted. The applicant must be present, always, during the function or the forfeit of the security deposit will occur. In addition (with a separate check), the resident, business or group must submit their personal/business/group check for the security deposit. No other checks will be accepted. **Do not** consider your room approved until you receive official confirmation from the Recreation Department.

2. Groups shall be responsible for any and all damage caused during occupancy of the building. Proper supervision must be provided by the applicant. Please do not allow young children to wander through the building without proper supervision. Groups that fail to provide supervision may have future permit applications denied. **Note:** all food and beverages must be contained in the room that has been reserved/rented.

3. **Do not** attach decorations, signs, etc. to any of the Village of Evendale signs. Anything attached will be taken down, even if the event is going on at the time.

4. Groups comprised of individuals under the age of 18 years must have one adult (18 years of age or older) in attendance for every 20 individuals using the building during the time designated. (Department programs exempt.)

5. No person is allowed on the premises who appears to be under the influence of alcohol or illegal drugs. (If a person(s) is/are in question of being under the influence of alcohol or illegal drugs, the police department will be notified immediately.) Rental groups or other group usage may, from time to time, have alcoholic beverages at an event in the center. Groups that do serve alcohol should take reasonable and prudent steps to insure the safety of all.

6. All advertising, and all sale of merchandise or other material is forbidden on premises, except that incidental to areas that have been rented and reserved for such advertising. A space will be provided, in a designated area, for information concerning community events, activities or special events. Information posted in this area will have a time limit placed on the item. (Department programs exempt).

7. Religious promotions, except that incidental to areas that have been rented and reserved, and all sale of merchandise or other material is forbidden on premises.

8. Any promotion, issue, organized event or activity of a political nature, hosted by the Village of Evendale/Evendale Business Association, shall be allowed where all candidates or persons have an equal opportunity to participate. Partisan activities, within rented and reserved areas, are permitted but subject to reasonable regulation of time, place and manner of exercise of such activities. The granting of any permit for these types of activities in no way implies support or endorsement of the activity by the Village of Evendale.

9. Solicitations, except circulation of petitions or incidental to areas that have been rented or reserved, or any other such

activities in the common areas of the Recreation Center are prohibited.

10. Corridors, exits, and stairways must be free of obstructions at all times.

11. Groups shall not use, remove or disturb any supplies, bulletin boards or other such items left in or about the building.

12. A building supervisor(s) **or** off-duty police officer must be on duty during hours of building operations, and groups must guarantee responsiveness to directives of a staff person or officer. Any accident or damage must be reported to the building supervisor or officer.

13. Groups requesting audio-visual equipment must know how to operate said equipment. A staff person is not provided to operate audio-visual equipment. **All requests must be made in advance only!**

14. All those visiting the Recreation Center must abide by the "Code of Conduct" policy set forth by the Recreation Commission. The policy is posted in the Recreation Center's front entrance bulletin board.

15. The Village of Evendale assumes no responsibility, financial or otherwise, for accidents or injuries sustained by individuals or groups of individuals while traveling to, using, and traveling from the Recreation Center.

16. During inclement weather and/or tornado warnings, groups may be required to move to other areas of the building as directed. All department business may cease during tornado warnings.

17. The Department of Recreation has jurisdiction in any matter relating to the use of the Recreation Center. The Department of Recreation shall have the power to make decisions on any points not specifically covered in the rules and regulations or on the application form.

18. **No "metallic" confetti allowed in rooms.** "Paper" confetti must be larger than ¼" x ¼".

19. **No** sound systems, speakers, DJ's, etc., **or** any type of gaming equipment, etc., allowed without written authorization from Director or designated staff.

20. Violation of these rules and policies will result in forfeiture of security deposit and possible denial of future rental/reservation privileges.