

# **Community Center Rental Policies, Rules & Regulations:**

(Please read carefully and sign below that you agree to these terms)

## ***MAIN HALL / CONFERENCE ROOM:***

**-NO Balloons of ANY kind are allowed.**

**-NO Alcohol.** We do not have a liquor license.

**-NO tobacco products** are allowed anywhere (fields, parking lot, playground, pavilion, trails, etc.) around the community center area. That includes smoking, chewing or vaping. You must go out to the road to do so.

**-NO candles or open flames** of any kind are to be used inside the Comm. Ctr. or under the pavilion Area. Prior approval may be attained from the Rec. Director for "tea lights".

**-No gum** allowed inside or outside of the center.      -Please watch your language, it is a public space.

**-No pets** are allowed inside or outside the Community Center, unless it is a guide/service dog, or prior permission has been granted by the Recreation Director. They are not allowed anywhere around the facilities.

-The entire center must be swept and mopped when the event is finished. We will provide the necessary supplies.

- **YOU must take all of your trash with you.** We will provide the replacement bags as a part of the rental fee.

-All children at your event who are under the age of 16 must be supervised at all times inside and outside.

-Bathrooms must be left clean, wiped down and debris free. Lights off please.

-The renter(s) are responsible for turning off ALL lights, closing all windows, turning off fans, the air conditioners are off, and all doors must be checked that they have been locked and are secure. If left on we will keep your deposit.

-Absolutely **NO PARKING in the circle.** It is for unloading and loading only QUICKLY. It is a FIRE LANE. The NB Police monitor this and you may be fined accordingly.

-Streamers and decorations cannot be placed on the walls. **NO** nails, duct tape, tacks, etc. You will be charged for damages incurred.

## **KITCHEN:**

-Please do not overload the electrical plugs/circuits. You may trip the breaker and won't have access to the panel.

-**No** children are allowed to be in the kitchen under the age of 16 Years old. NO EXCEPTIONS!! OSHA rule.

-If you use anything in the kitchen (coffee pots, pan, pot, tray, spoon, ladle, etc.) Please wash it, dry it and put it back.

## **OUTSIDE:**

-Signs, balloons, and/or decorations placed out by the road must be removed by the renter at end of event.

-No confetti, glitter or rice can be used as decoration or thrown inside or outside the Community Center.

-No gas or charcoal grills are allowed inside or outside the Comm. Ctr. It is a very busy place and we do not want to see any safety issues or accidents. (Unless prior permission has been obtained)

-**There are NO dogs allowed around the Comm. Ctr. Area.** Not even dogs on leashes are allowed. There are safety and health concerns. (Unless prior permission has been obtained)

-No bounce houses, other inflatables, water slides or pools. (Unless prior permission has been obtained)

-PLEASE do not move the picnic tables.      -You may use the pavilion area but it is not reserved and others may use it too.

- **You CANNOT enter the building before your scheduled start time.**

**Not following the rules & regulations will result in the forfeiture of your deposit.**

**Weather Policy:** If there is a snow or ice storm we cannot guarantee the NBCC will be plowed out or ready for your scheduled event. Our first priority is making sure the roads in town are taken care of. If you cancel your event due to weather you can either reschedule it or we will issue you a refund. Thank you for understanding.