

**CARROLL GREEN CIVIC CENTER**  
**Rules and Conditions of Rental**

1. The civic center board reserves the right to increase the rental rates and deposit at any time they determine the existing rates are not sufficient to meet operating expenses.
2. Rental rates include the use of tables and chairs, and the use of utilities in the space rented. The rates include the use of rest room facility.
3. Decorating by renter shall be compatible with other scheduled uses of the facility. The rate for this time shall be at a rate agreed upon with a representative of the center. Decorations for any event must be approved by a representative of the center and may not be affixed by use of nails, tacks, staples or tape to tables or walls or floors.
4. The foyer will not be used as a meeting place or set up for serving or eating food at any time. Foyer will remain clear of furniture of any kind except that placed or approved by the center.
5. The use of any civic center facility shall be compatible with the design and intended use of the facility. If the board feels that such use is inappropriate, use may be denied.
6. Parking for events at the center shall be free, except for those using recreational vehicle outlets for electricity and water.
7. The renter shall be liable for all damages to building and furnishings, reasonable wear and tear excepted.
8. The center shall furnish heavy plastic bags for disposal of trash and food scraps. All disposable plates, cups, eating utensils, etc. shall be placed in plastic bags, tied and placed outside in trash bin. Renter shall leave all tables and chairs free of any trash and food particles or smudges. All floors, including foyer and restrooms shall be left free of trash and dirt. Paper towels used in restrooms shall be bagged, tied and placed outside. All cabinet tops, sinks, stove, etc., in the kitchen shall be free of trash, grease and food particles. Wet mops should be hung on the picket fence outside the kitchen door.
9. Tables, chairs and other furniture or objects shall not be pushed across the floors. Such sliding of furniture or objects will mar the floor. No chairs shall be stored in the rooms to either side of the stage, nor should any furniture in those side rooms be moved. Do not affix anything to the stage walls or the side room walls.
10. If air conditioning is used, the thermostat must be turned up to 90 degrees before renter leaves the premises. If heat is used, the thermostat must be turned all the way down. Failure to follow this rule will result in forfeiture of the security deposit.
11. A representative of the center shall have the right to enter any portion of the center premises at any time, and the entire premises shall at all times be under the control and charge of the center. Issued keys are to be deposited in the drop box outside the front door upon leaving.
12. The center reserves the right at all times to require the renter to remove from the premises any animal, furniture, fixtures, wiring, exhibits, decorations, signage or other things that do not comply with state, federal, county or city laws or ordinances, or which the center finds to be detrimental to the premises.
13. Due to liability issues, children are not to be allowed on the stage at anytime.
14. The center reserves the right to require the presence of one or more security guards in such event, the rental fee will be increased to cover the cost.