



PIPESTEM COMMUNITY CENTER RULES AND REGULATIONS

1. By signing the rental agreement and these rules and regulations, you hereby agree to be responsible for any damages caused by you or your group. This is including, but not limited to, damages to the building and its contents. You will be responsible for the repair or replacement cost of any items that are damaged or stolen.
2. No alcoholic beverages or drugs of any kind are permitted in the building or on the property.
3. No smoking in the building.
4. The building must be cleaned immediately after the event. Place all trash in the trash cans provided. Make sure the area is clean and free of food, trash, etc. Check restrooms for trash and be sure toilets are flushed.
5. You must remove any equipment, decorations, etc. belonging to you or your group as soon as you finish using the facility, unless other arrangements are made. There may be other groups using the building after your event.
6. If the event is catered, the name, address and telephone number of the caterer is required. Pipestem Community Foundation reserves the right to refuse use of the facility if the caterer has been a problem in the past with cleanup of the facility.
7. Electronic door schedule/access to your designated area within the building during your confirmed time will be controlled by the Pipestem Community Foundation.
8. An adult(s) must closely supervise all children. Usage shall be limited to the area reserved by the group/individual.
9. PETS: Pets are NOT allowed in the community building. Animals needed to provide assistance to persons with disabilities will be permitted to enter while on a leash.
10. REFUNDS: Refunds will be granted until one week prior to the reservation date and must be requested in writing to the Pipestem Community Foundation. Refunds will be granted for cancellation of event due to weather conditions. With the exception of weather conditions all payments are non-refundable. There will be a \$25 processing fee on all refunds. Refunds may take one to two months to process.
11. DATE CHANGES: All requests for date changes must be put in writing and received at the community building being used a minimum of one week prior to the original date.
12. FOOD: Lessee is completely responsible for the condition and safety of any food or drink that is consumed on the Pipestem Community Foundation property.

13. If the Police are called as the result of any misconduct of the applicant or their guests the rental will end immediately and the applicant and all their guests shall be required to leave the premises immediately.
14. Any false information on the rental agreement and user-group application is cause for immediate end of use and the applicant and their guests must leave the premises immediately.
15. DANGEROUS MATERIALS: Lessee shall not keep or have on the premises any article or thing of a dangerous, inflammable, or explosive character that might unreasonably increase the danger of fire on the leased premises or that might be considered hazardous. No sparklers or fireworks are permitted.
16. RIGHT OF INSPECTION/NUISANCE: Lessor and their agents shall have the right at all reasonable times during the term of this Agreement to enter the premises for the purpose of inspecting the premises and all building and improvements thereon. Loud music, instruments, and other appliances or equipment shall not be operated so as to disturb or annoy guests or neighboring residents. We reserve the right to ask guests to leave.

FAILURE TO READ THESE RULES WILL NOT EXCUSE YOU FROM ANY RESPONSIBILITY IN THE CASE OF LOSS OR DAMAGE TO COMMUNITY BUILDING PROPERTY.

The user agrees to hold harmless the Pipestem Community Foundation or any employee or agent acting on behalf of the Pipestem Community Foundation and to indemnify them from any claim, demand or action by or on behalf of any person or entity arising out of any activity not sponsored by the Pipestem Community Foundation at or on the property that occurs as a result of the rental of the property including, but not limited to, its establishment, construction, use, maintenance, configuration or existence.

I have read and understand the terms and conditions for use of the facility. By signing this form, I agree, as the applicant, to abide by the terms and conditions and understand that I will be held responsible and fiscally accountable for any damages occurring as a result of my event.

APPLICANT SIGNATURE _____

DATE _____