

PRESERVE CENTER RULES AND REGULATIONS

RULES:

- A written application is required for all Preserve Center usage. (Renter must be at least 21 years old.)
- **Deposits:** \$50 deposit is required to reserve a date. A \$400 damage deposit is required 30 days prior to the event –fully refundable if party is cleaned to the satisfaction of the Preserve staff and no damage is incurred.
- **Cancellations:** must be made 24 hours in advance of the scheduled rental or you will be liable for the full rental fee. (\$50 deposit is non-refundable within 30 days of the event)
- The Preserve Association will assume no liability or responsibility for any personal items or equipment of the individual or group used on Preserve property.
- No driving on center entryway pavers or along side of building. You are responsible for all persons including caterers, helpers, etc. A minimum \$100 fine will be assessed for anyone driving on pavers. Further damages could apply.
- Renter agrees to take responsibility for any guest in and around the Preserve Center and will pay for any damages done to Center or its equipment.
- No animals allowed in Preserve Center.
- At least one chaperone 21 years or older must be present per 20 guests at youth/teen parties.
- Red, purple, or orange drinks are discouraged (Red wine is OK)

REGULATIONS:

- **All groups are expected to clean up after their event, and leave the facility in condition for immediate use by the next renter.** That includes, but is not limited to, sweeping and vacuuming, wiping off tables and cleaning all kitchen surfaces, removal of trash, turning off lights and adjusting thermostat to off position as needed.
- **No Smoking is allowed in the building, on the wood deck, or below the deck per the Fire Marshall.** Smoking is permitted only outside the front entrance. Cigarette butts must be put in provided container. You are responsible for any outside cleaning resulting from your event.
- Alcoholic beverages are allowed and food can be brought into the center either private or catered.
Beer kegs are not allowed in the Center.
- **No cutting on butcher block surfaces** (cutting boards provided.) Damages will be assessed for any cutting on these surfaces. Use pot holders under any hot items placed on all the surfaces.
- **Trash cans are to remain on wood floors when in use.** All trash must be removed to dumpster located in the parking lot. Bags must be carried- not dragged to prevent leakage while coming down stairs.
- **Deck Usage:** Guests are allowed on deck during rental but must not be loud or out of control. No grills or fire pits on deck. **ALL GUESTS MUST BE OFF DECK BY 9:30 P.M.** and doors secure. At party's end, see that all three deck area doors are locked (main door & two sliding doors).
A \$100 fine will be charged for any unlocked door.
- No decoration or other materials may be applied to walls, ceilings or floors that will damage these surfaces. Remove any and all decorations before leaving.
- No one is to sit on the tables or stand on the chairs. You will be charged for any breakage or damage.
- **The Preserve Center must be closed and property vacated by 1:00 a.m.**

I have read and agree to the above rules and regulations _____

Date _____