

RULES AND REGULATIONS

WILLOW STREET LIONS CLUB COMMUNITY CENTER

GENERAL RULES:

1. Absolutely no drugs, or drug paraphernalia, alcoholic beverages, tobacco products, including smokeless tobacco as well as lighted tobacco such as cigarettes, cigars, pipes, etc., or mood-altering substances are permitted in the facility or on the facility grounds. **You will forfeit your security deposit.**
2. Absolutely no firearms, explosive devices, or other weapons, concealed or otherwise, are permitted in the facility or on the facility grounds.
3. The Willow Street Lions Club and Lancaster Career and Technology Center are not responsible for any personal property lost or stolen during an event at the facility.
4. **Walls & Ceiling- Decorations are not to be attached to the wall or ceiling by any type of tape, thumb tack, or nail. Only command strips or paint-safe tape is to be used.**
5. Use of the kitchen, tables, and chairs is permitted, provided that such items are cleaned and returned to their original location. **Exception: Gas Stove is not available for use by renters. The Gas is disconnected.**
6. Motor vehicles shall be parked in designated parking areas only. Not on grass.

CLEANING CHARGES

7. The Party using the facility shall abide by the opening and closing checklist and are aware of possible charges for non-compliance.
 - a. Removal of trash \$10.00
 - b. Balloons must be popped before placing in trash \$10.00
 - c. Wipe clean tables and chairs \$20.00
 - d. Replacing tables and chairs to original location \$25.00
 - e. Wipe clean kitchen (tables, sinks, fridge) \$30.00
 - f. Sweep/Dry Mop all floors & clean up any sticky spills \$20.00
 - g. Wall damage- charges will be assessed based on time and material**
 - h. All other damages- charges will be assessed based on time and material

SAFETY GUIDELINES:

8. In the event of an emergency, evacuation procedures are posted in each room.
9. All accidents and property damage shall be reported to the Willow Street Lions Club representative at the time of accident or damage.
10. In the event of a medical emergency please call 911.

PARTY REPRESENTATIVE

Signature