

# JOHN GRAVES LODGE Rental Policy

## Rules and Regulations

All groups must control their use and abide by the following rules. A representative from the Community Recreation Authority will have access to the building at all times.

1. The persons, groups, or organizations permitted to use the facility will name an adult supervisor (listed as the applicant on the application) who will be responsible for supervising the activity and seeing that the rules are upheld.
2. The applicant will be the first to arrive and the last to leave.
3. Smoking is prohibited within the Lodge at all times.
4. Use of carts or dollies with steel wheels is not permitted in the Lodge. Anything moved in, out, or within the building must be done in a way that protects the floors and walls.
5. All groups are responsible for damages and losses to the premises during the permit period.
6. Only masking tape may be used to attach items to walls. No scotch tape, tacks, staples, or "sticky tac" may be used.
7. All lights shall be turned off when leaving the building and both exterior doors locked. Tenants using the building during the heating season shall turn the thermostat down to 50 degrees upon departure.
8. If a caterer is used, they are responsible for necessary permits and licenses.
9. Tenants have non-exclusive rights to use of exterior grounds and parking areas.

### Cancellations

Rental fee is non-refundable.

### Insurance Coverage

A copy of the applicant's homeowner's or renter's insurance policy is required to be on file with us prior to your event as proof of coverage.

### Refundable Damage/Clean-up Deposit

Applicant agrees to surrender the premises at the expiration of permit period in as good a condition as they were at commencement of permit. Should Applicant cause damage to property by negligence or otherwise, applicant agrees to compensate for such damage. Applicant agrees to undertake a general clean-up before vacating the premises. Applicant agrees to pay a refundable deposit equal to the amount of the facility rental that will be returned once it has been determined that the building was left in good condition and all rules and regulations were followed. This refundable deposit is to be a separate check from the rental check and also paid with the rental application. \$\_\_\_\_\_ **Refundable Deposit Total**

### Key Pickup and Return

Key pickup arrangements must be made prior to your rental period. Key must be returned the next business day following your use by 5:00 p.m. A \$5.00 fee will be collected for each day the key is late.

**I acknowledge receipt of a copy of Graves Lodge Rules and agree to abide by them.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_