



## **Rental Policies for the J. Bryan Floyd Community Center**

**Reservations** All facility reservation requests must be made in writing at least fourteen (14) days prior to the event. Applications may be picked up at the Parks and Recreation Department or printed online at [parks.nmb.us](http://parks.nmb.us). Once the Facility Rental Application Form has been received you will be contacted within three to five (3-5) business days regarding your request. Additional information may also be needed at this time.

### **Fees**

The rental fee includes the use of bathrooms, water, electrical utilities, tables (limited availability) and chairs (limited availability). The Parks and Recreation Department does not supply decorations, linens, tableware, silverware or place settings. Rental fees may be paid in the form of cash, credit card, check or money order. Cash payments can only be made in person at the J. Bryan Floyd Community Center.

### **General Usage Policies**

Curfew for the J. Bryan Floyd Community Center is 10:00 pm. All children age 16 and under must be supervised by an adult. Pets are not permitted in the facility. Anyone using profanity or fighting will be removed from the Center. Parking is permitted in designated parking spaces only. Alcoholic beverages are not allowed on City premises. Smoking is not permitted on City Premises and the use of tobacco products is prohibited.

### **Set Up / Decorations**

All outside rental equipment must be pre-approved by the Parks and Recreation Department. Decorations must be pre-approved by the Parks and Recreation Department. Decorations must be free standing or tabletop. No fog machines, propane tanks or helium tanks are permitted in the Center. If helium balloons are used, they must be inflated prior to arrival. Releasing helium balloons is prohibited, as they may trigger fire alarm. Plants must have drainage protection for flooring. Tape, tacks, nails, screws, staples, glue or other surface adhesives that may damage the walls or other property are not permitted. Candles are prohibited with the exception of candles on birthday cakes. Throwing rice, confetti, bird seed or other materials is prohibited.

### **Cancellations / Refunds**

Refunds must be requested two (2) weeks prior to the scheduled usage. A cancellation must be made in writing to the Parks and Recreation Department from the individual whose name appears on the rental contract. The Parks and Recreation Department reserves the right to cancel the rental contract in the event of inclement weather, catastrophe or unforeseen circumstances and shall return fees collected from the Lessee. The Department shall not be responsible for any cost incurred by the renter in connection with the cancelled event. The Parks and Recreation Department reserves the right to cancel any and all events/rentals if renter or member of group is in violation of Department rules, regulations, City ordinances or laws.

### **Damages / Clean Up**

Clean up must be completed prior to end of rental period. Lessee will be charged for time over. Damage fees may be deemed necessary by the Parks and Recreation Department. Damage fees are based on repair or replacement costs including labor incurred by the Parks and Recreation Department. The Parks and Recreation Department may take legal action to recover these costs. After the event, a post-function walk through will be performed. Center staff will visually inspect the building immediately following the function with a member of the group; if one is available. Staff will inspect the room for possible damage, problems and/or left over equipment. Any personal items left in the facility will be held seven (7) days. After this time period items will be disposed of.