

Bolivar Municipal Center

211 N. Washington St.

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Updated 2017

Community Room Rules and Regulations

(Civic/Non-Profit, Non-Commercial, Private Parties and Receptions)

The Community Room is available to reserve on a first come, first serve basis. Please reserve the room as soon as you can. We are very proud of the Municipal Center and are excited that we have a place for the citizens of Bolivar to enjoy and appreciate. In order for the community room to be reserved, we ask that you read and sign our rules and regulations policy upon reserving the room.

1. Hours: Monday-Saturday 8:00 a.m. – 10:00 p.m.
Sunday 1:00 p.m. – 5:00 p.m.
2. There is an **absolute 5 HOUR MAXIMUM time limit** per day to use the room.
3. Groups may **decorate on Friday between 1:00 pm – 4:00 pm**, prior to the scheduled event if held on Saturday or Sunday.
4. USAGE FEES:
 - a. Civic or Non-Profit
\$150 + \$100 Deposit
 - b. Private parties, receptions, dinner rehearsals, family reunions, for profit organizations
\$250 + \$100 Deposit
 - c. **All fees must be paid 10 days** before event or will result in cancellation of the event.
 - d. **Security fee** is payable to security personnel after the event as follows:
 - i. Monday – Thursday \$12.50 per hour
 - ii. Friday, Saturday and Sunday \$15.00 per hour
5. The **\$100 deposit is payable immediately upon reserving the room**. This deposit is refundable if room and building is intact after your event and all rules and regulations are not broken.
6. **Usage fee is payable at least 10 days prior to your event**.
7. The room will be inspected twice; after event by security person and by the administrative office personnel the following work day.
8. The room may not be used for selling goods or services for profit.
9. The room must be left in the same physical condition as found.
10. The following applies for all events:
 - The oven in the kitchen is for warming purposes only. No major cooking allowed. The oven must be cleaned and turned OFF.
 - Tables, chairs and counter tops in kitchen must be wiped clean.
 - Floors are to be swept and mopped cleaned and free from food, liquids and stains.
 - No food or drinks shall be taken out of the Community Room.
 - No other part of the building can be used, except for the public restrooms.
 - No dancing allowed.
 - Maintenance personnel will set up room prior to event. No rearranging or bringing in of additional furniture.
 - Renters are responsible for bagging all trash. Trash will be taken out by security personnel.
 - Decorations are not to be placed on the walls or ceiling. No tape to be used on walls, chairs, doors etc.
 - Decorations may be used on tables and/or floor props may be brought in. All props will be inspected for floor protection.
 - **No alcoholic beverages or smoking allowed.**

These rules are to be strictly enforced. The individual that signs the contract is responsible for room conditions, abiding by rules and any/all damages to City property.

I, _____ have received and read the rules and regulations, and do hereby agree to the terms and will abide by them by signing below.

Name of alternative responsible party: _____

Printed Name

Signature

Signature of Responsible Party

Witness, City of Bolivar

Phone: _____

*****All fees must be paid 10 days before event*****

Address: _____

Date Reserved: _____

Room Rental Fee: \$150 \$250 Date Paid: _____

Event: _____

Deposit: \$100 Date Paid: _____

Time: _____

Number of Tables Required: _____

Security Person: _____