

**Bolivar Municipal Center**

**211 N. Washington St.**

**Phone: 731-658-2020 Fax: 731-658-1877**

Updated 2024

**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: **ROOM RENTAL IS \$350.00 (\$100 DEPOSIT + \$250)**
  - a. Private parties, receptions, dinner rehearsals, family reunions, for profit & non profit organizations
  - b. **All fees must be paid 10 days** before event or will result in cancellation of the event.
  - c. **Security fee is payable to security personnel immediately after the event as follows:**  
**Monday thru Sunday \$20.00 per hour, Security person: \_\_\_\_\_**
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.
  - Maintenance personnel will set up room prior to event.
  - 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 **(please, do not drag tables, props, decorations, etc. across the floor, as it can cause the floors to become damaged)**
  - 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.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Witness, City of Bolivar

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Date Reserved: \_\_\_\_\_ Type of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Deposit: \$100  Date Paid \_\_\_\_\_ \$250  Date Paid \_\_\_\_\_

Number of Tables Required: \_\_\_\_\_ Round Tables or Rectangle Tables: \_\_\_\_\_

Please describe how you would like the tables to be set up: \_\_\_\_\_

**DEPOSIT REFUND CHECK: (Refunds will be issued once Community Room has been inspected)**

Yes , I will pick up my refundable check. I understand no checks will be written to anyone else other than the person who has signed this form. Admin staff will contact me once check is ready to be picked up: Initials \_\_\_\_\_

Yes , Please mail my refundable check to the above mailing address. Initials \_\_\_\_\_