



**HUEY LONG COMMUNITY CENTER
RENTAL TERMS, RULES, AND REGULATIONS**

The following terms, conditions, rules, and regulations should be read carefully, as they are an integral part of the agreement between the Huey Long Community Center, the City of Del City and the party leasing the Community Center and Courtyard (the "lessee").

1. A contract is required for all events. All contracts regarding room rental must be fully negotiated at least thirty (30) days before the date of the scheduled event.
2. A ***Holding and Cleaning/Security Deposit*** is required at the time reservation is made to hold the room or courtyard for an event. The ***Holding Fee is a non-refundable fee*** of \$25.00. The ***Cleaning/Security Deposit is a refundable fee***, depending on the specific room or courtyard being rented, unless previously approved by the City Manager or his/her authorized representative. Lessee will be responsible for providing payment in full for the room at least thirty (30) days prior to the date of the scheduled event. *Lessee must also give a thirty (30) day notice if there is to be a cancellation. Failure to do so will result in the loss of deposit and rental fee.* However, if a program is cancelled due to inclement weather, a contract may be re-negotiated by the City Manager or his/her authorized representative for another available date.
3. All payments will be made in **Cash, Personal Check, Cashier's Check, Money Order or Credit Card**. Personal Checks or Cashier's Checks or Money Orders will be made in the name of **City of Del City**.
4. If a personal check is returned for ***Insufficient Funds***, the Community Center will ask the lessee to replace the insufficient check in the form of Cash or Cashier's Check or Money Order and to pay an insufficient funds fee of **\$50.00**. The lessee's event will be placed "on hold" until the replacement of the insufficient check is taken care of with the Community Center.
5. Approval for ***alcoholic beverages*** on the premises of the Community Center *is determined on a case-by-case basis and must be approved 30 days prior to the scheduled event by the City Manager or the Assistant to the City Manager.*
6. ***Any event not deemed in good public taste will not be permitted on the premises of the Community Center.***
7. ***The Community Center's walls, shades and curtains shall not be used to attach decorations or similar materials.***
8. The building manager must approve all decorations used in the building.
9. ***Before the completion of the contract, the City Manager or his/her authorized representative must approve all dances held at the Community Center.***
10. Lessee shall provide adequate supervision at all times and is responsible for all the actions of all guests attending the event.
11. If security is deemed necessary, an off-duty Del City officer is required at lessee's expense. If local officers are unavailable, lessee is responsible for hiring C.L.E.E.T. certified security.

12. ***Fifteen*** (15) minutes before the event starts, a ***Pre-event Assessment form*** will be filled out and signed by the lessee and the Community Center employee on duty to make sure the facility is ready for the event. Before leaving, a ***Post-event Assessment form*** will be filled out and signed by the lessee and the Community Center employee on duty. ***This will determine whether or not the deposit will be returned.***
 13. The lessee is responsible for all broken equipment or damage to the building, including, but not limited to, physical damage to doors, walls, tables, chairs, audio/visual equipment, plants, and floors. The lessee is responsible for any and all costs and losses above the amount of the posted deposit. ***The City will pursue any and all damages to the Community Center.*** In some cases the City may require a higher security deposit than is listed. It is the responsibility of the lessee to report any damage or dirty conditions existing before the room is occupied. This may eliminate any fees or blame on the lessee.
 14. The lessee must keep all fire exits unblocked while the building is occupied.
 15. The Community Center staff will set up lessee's rented area as closely as possible to the lessee's specifications, as long as the lessee provides the staff with the room set up sheet within five (5) business days of the event.
 16. The lessee shall not discriminate against any persons, employees or customers on the basis of color, creed or national origin, and shall assure that all activities are conducted in accordance with the law.
 17. At the end of the rental period, the room must be cleaned to guidelines including, but not limited to, the following:
 - Emptying trash from the room in use
 - Spot sweeping and spot mopping of the room
 - Taking down any and all decorations associated with the event
 - Not damaging property belonging to the City of Del City
 - Cleaning the kitchen (only applicable if renting the All-purpose Room A&B or B)
 - Vacating the Community Center by the time scheduled in the contract
- Failure to comply with these duties will result in the loss of the cleaning/security deposit.***
- Trash reciprocals are located in two different locations in the parking lot.
18. ***Extra set up and take down time must be paid for in advance. You may not come in before and you must leave by the scheduled times on the contract.***
 19. ***The Community Center is the property of Del City and, therefore, may not be used by the lessee to sublet for the purpose of generating profit for themselves, their group, or any organization.***
 20. The lessee agrees to hold the City of Del City harmless from all claims for damages to the person or property of anyone using or in the Community Center while used by the lessee.
 21. The City Manager or his/her authorized representative shall administer any matter not covered by these regulations.
 22. **Please bring your own supplies: tape, scissors, dishwashing liquid, rags, etc. The facility does not supply any items of this type.**