

REGULATIONS GOVERNING USE OF THE HUNTER CIVIC CENTER

In order to establish control concerning the use of the Hunter Civic Center by outside groups the following regulations shall apply:

SECTION 1. An application for use of the facilities shall be filed with the City Hall who shall schedule the use of the room. The City, City Fire Department, Senior Citizen's groups and University of MO Extension shall have priority over all other activities, unless an individual has already paid for that day.

SECTION: 2. The City shall have the right to revoke the use of the facilities at any time if they decide it is in the best interest of the City.

SECTION: 3 No apparatus or equipment shall be brought into the building without prior approval.

SECTION 4: No fee shall be charged for admission to any function held in the building except with special permission of the City.

SECTION 5: The City shall at no time and for no purpose surrender its control of the building. All meetings of every character to be held in the building shall be held under the direction of the City and no use of the building will be granted which may interfere with the ordinary functions and purpose of the building.

SECTION 6: The person whose signature appears on the application shall be responsible for fulfilling the provisions of these of these regulations. That person shall be responsible for the proper use of the facilities and the orderly conduct of the meeting.

SECTION 7: Rental of building shall be restricted as follows:

- A. No Rummage Sales
- B. No Smoking in building
- C. Adults and Children must remain in assigned meeting room
- D. Wall decorations shall be put on carpeted walls only. No decorations or signs shall be put on doors, uncarpeted walls or ceilings
- E. Table coverings shall be taped only underneath tables: not on sides
- F. All items brought in for your event including caterer's and disc jockey's supplies/equipment must be out of the building by end of scheduled time
- G. Candles must not drip on furnishings or carpeting. Please use drip-less candles.
- H. No foreign substances allowed on floor except Dance Wax.
- I. Depositing of trash in dumpster is mandatory by renter.
- J. Paper Products and Trash Bags not furnished.
- K. When tables and chairs are used, please leave in place

SECTION 9. Any damages noticed or not left properly cleaned upon first entering the Center should be reported immediately to City Hall, or to the City Police Department after regular business hours.

SECTION 10. Renters shall be responsible for any damage to facility and will be charged for any damages caused to the building or for any unusual cleaning that may be required.

SECTION 11. Renter is responsible for actions and damages of guests, caterers, bands, etc.

SECTION 12. Groups must agree to adhere to all rules listed and pay required charges in advance.

SECTION 13. Board of Alderman may adjust charge for use of facility based upon:

- A. Extent of use
- B. Cost of servicing the facility
- C. Community advantage arising from the use

SECTION 14. User shall be responsible for obtaining and using at all times a sound technician approved by the City. Unapproved persons shall not use any of the City equipment.

SECTION 15. Twenty-four (24) hours cancellation notice is required for refund.

SECTION 16. The building closes at midnight or time specified on your permit.

SECTION 18. Check list to be completed and signed before leaving the Center (all renters). Check list is printed on outside of key envelope. Pick up Key during regular office hours Monday thru Friday 8:00 A.M. to 4:30 A.M. Key is to be returned to City Hall after use- (it may be placed in the night depository after business hours).

SECTION 19. Fees for use of the building shall be as follows:

\$150.00 Flat fee

(A \$35.00 cleaning fee may be assessed at the discretion of the City.)

SECTION 20. No renter shall be allowed in the Civic Center until the day of the event