

Red Bank Community Center

RULES AND REGULATIONS

A. *The Red Bank Community Center (RBCC) may be used for the following activities:*

1. Social/leisure recreation, educational and fitness programs.
2. Scheduled health screenings and seminars with Erlanger North or other community health providers.
3. Community and neighborhood meetings.
4. Activities sponsored by other governmental agencies.
5. Arts and crafts classes (schedule and fees will be determined).
6. Political forums only when ALL candidates are invited.
7. Art, music and cultural events.
8. Birthday parties, weddings, receptions, bridal showers and family reunions.
9. Civic and community groups.

B. *The Red Bank Community Center Facility may NOT be used for the following purposes:*

1. Gambling or other illegal activities.
2. Activities that might endanger the lives and safety of others or damage the facility.
3. Activities or events that are deemed detrimental to the overall good of the community.
4. Any activity which otherwise violates any applicable law, statute or ordinance.

C. *Restrictions*

1. NO SMOKING
2. NO ALCOHOLIC BEVERAGES ALLOWED.
3. All barbeque and/or portable grills and other outdoor devices must be kept 25 feet from the Community Center building. These items cannot be put on the back porch or any concreted area.

D. *Procedure for Scheduling of Facility Usage:*

1. City events have first preference for scheduling facility.
2. Request reservations by calling City Manager Chris Dorsey at 877-1103.
3. Applications are available at Red Bank City Hall. All applications are to be completed and returned one week before the scheduled event. All fees must be paid when application is submitted.
4. Application process may also require the signing of a hold harmless agreement by the reserving part.
5. Some events may require Event Insurance. (To be determined by the City Manager.)

E. *Space*

1. The Community Center is 2800 square feet, with a capacity to hold approximately 150 people.
2. A small kitchen with microwave and refrigerator is available to warm and cool food.

F. *Rates for receptions, parties, reunions, anniversaries, showers etc.*

1. See Attached Sheet.
2. Any group that partners with the City in specialized events or programs will not be charged a facility usage fee. A deposit WILL be applicable.
3. All fees MUST be paid when the application is submitted. Cash, checks or money order made payable to the City of Red Bank Community Center.

F. Security

1. If security is deemed necessary for your event, it is the responsibility of the applicant to have OFF duty officers present at \$30 per hour per officer.
2. Road Closure: \$50 per event.
3. If security is deemed necessary for the event, names of officers are to be provided one week in advance of the event.
4. If the police are called out for a disturbance or other reason related to Licensee use of the premises, all rights for use of the facility may be immediately terminated with all user fees forfeited, in the discretion of the City.

G. Public Works Employees

1. If assistance is needed from Red Bank Public Works Department, \$20 per hour, per employee will be charged.

H. User Responsibility

1. Return furniture to original location.
2. Clear tables of all refuse and place refuse in large garbage cans outside.
3. Wipe off tables and vacuum or sweep and mop if necessary, for the next group's use.
4. **KITCHEN: Make sure oven and all electrical appliances are turned off**, clean equipment, wipe down counters, empty coffee grounds, etc. Place any garbage in cans outside. Please take all garbage from cans and put in dumpster.
5. **DO NOT** leave any items in the refrigerator. Turn off all lights, including bathrooms and storage room.

I. Decorations

1. All decorations shall be limited to tabletops or free standing. No hooks, tape or any kind of adhesives will be used on the walls, ceilings or acoustical panels.
2. **DO NOT DAMAGE** any artwork or equipment in the building. **DO NOT REMOVE** any artwork or equipment from the building.

J. Damages

1. Any damages to the facility, equipment, art, or failure to leave the facility clean will result in the cancellation of any remaining scheduled events and your group will be banned from using the facility.
2. If damages occur the applicant will be held liable for the damages and will be pursued by the City.

Agreed and Understood:

Applicant Licensee

Date