



RULES FOR COMMUNITY SPACES RENTAL

The Community Spaces and Rules are as follows. All renters are required to sign a copy of these rules.

- 1. Community Room Space.** This is a large room that can accommodate gatherings such as weddings or corporate retreats. The room configuration may include the servery but does not have a full commercial kitchen. The room has large garage doors that open onto a patio area with 4 outdoor tables, each seating 4. the renter may also bring in chairs and tables for their event. Maximum occupancy for the full room during this time is 50.
 - a. Option A1 - Full room occupancy: This room has access to the servery as well as access to round or rectangular tables and chairs:
 - b. Option E1 – Executive Meeting room and no servery access.
 - i. 1 Conference tables; 6 chairs
 - c. Option E2 – Executive Meeting room with no servery access:
 - i. 1 Conference tables; 6 chairs
- 2.** For purposes of these fees, not for profit users are organizations or persons operating under a 501c (3) tax exempt status and hosting an event for the non-profit entity. A resident not for profit includes a 501c (3) organization in which a Timnath resident is a member, board member, employee or other affiliation.
- 3.** Per hour rates are for four hours or less. Daily rates are for more than four hours.
- 4. Alcohol:**
 - i. Alcohol service is allowed with the proper application and Town Clerk approval.
 - ii. No cash bars or alcohol sales are permitted.
 - iii. Alcohol may be served for five hours maximum.
 - iv. When thirty (30) or fewer people are in attendance, no off-duty police officer or professional security is required.
 - v. When thirty-one to fifty (50) people are in attendance one off-duty law enforcement officer or contracted security professional must be contracted by the rental party.
 - vi. Security must be present thirty minutes prior to the start of the event and remain through its duration.

- vii. Verification of the contracted law enforcement officers or security professionals is needed prior to reserving the room.
 - viii. Serving and consumption of alcoholic beverages must be confined to the rental space. Only Option A1 has access to the patio which is included as part of the rental space.
5. Reservations for Options A1 may be made up to one year in advance. and at least seven (7) days in advance. Reservations for Options E1 or E2 can be made the same day as needed but will be on a first come first serve basis. In addition:
 - a. Rentals shall be for a minimum of two hours except that Options E1 & E2 can be rented for one hour.
 - b. Rental times shall include set up and tear down times.
 - c. Rooms may not be available on holidays or when the Town Center is closed.
 - d. The rooms will have a standard configuration. Renters are responsible for arranging the room differently to suit their needs. Upon leaving, the room must be arranged as it originally found.
 6. Rooms and Servery must be restored to their original condition/arrangement or the renter risks loss of damage deposit. Set up of rooms shall be the responsibility of the renter.
 - a. Counters and tables should be wiped down.
 - b. All high touch surfaces must be cleaned with spray cleaner.
 - c. Floors should be swept and/or vacuumed.
 - d. Broom, dustpan, mop and trash bags will be provided for cleanup.
 7. Outside food and drink are allowed, see specific alcohol provisions.
 8. The Town reserves the right to refuse rental to any party that proves to be disruptive or violates any of the rules promulgated by this policy.
 9. Rentals are available 7:30 a.m. to 11 p.m.
 10. Projection screens are available in Option A1. Option E1 has access to a TV screen. All other audio-visual equipment is the responsibility of the renter. Password will be provided for complimentary WIFI during rental.

RENTAL FEES

Room	Rental Rate	Damage Deposit w Alcohol/ w No Alcohol
Option A1 - Full Room (1,042 sq. ft.)		
Resident and not for profit resident	\$0	\$150/\$0
Non-Resident**	\$70 per hour \$200 per day	\$300/\$150
Not for profit Non-Resident**	\$35 per hour \$100 per day	\$300/\$150
Option E1 (196 sq. ft) Individual Meeting Room		
Resident and not for profit resident	\$0	\$0*
Non-resident**	\$25 per hour \$115 per day	\$300/\$150
Not for profit non-resident**	\$15 per hour \$55 per day	\$300/\$150
Option E2 (166 sq. ft.) Individual Meeting Room		
Resident and not for profit resident	\$0	\$0*
Non-resident**	\$25 per hour \$115 per day	\$300/\$150
Not for profit non-resident**	\$15 per hour \$55 per day	\$300/\$150

*Deposits for Options E1 & E2 will be waived for Timnath residents; any damage incurred will be the sole responsibility of the renter.

**Events scheduled outside of regular Town Center business may incur an additional fee for on-site staff of \$60 per staff time hour but is not applicable to resident rentals.

11. Renters will be responsible for the costs of repairs to any damages exceeding the damage deposit.
12. Decorations
 - a. All decorations must be removed from the room by the end of the rental time.
 - b. Decorations may not be nailed or stapled to any part of the walls, ceilings or floors but painter's tape may be used to display decorations.
 - c. Rice, confetti, birdseed, glitter, smoke machines, fog machines, etc. are prohibited in or around the premises.
 - d. No open flames are allowed, and all candles must be battery operated.
13. Merchandise sales or similar articles or services may be engaged in or undertaken by the Tenant by prior arrangement with the Town scheduling staff. All businesses must have a valid Town of Timnath business license and remit appropriate sale tax as required by the Town Code. (Tax exempt organizations do not require a business license or sales tax remittance – i.e. Girl Scouts, bake sales, etc.). Rental by the same user is limited to once per calendar quarter.
14. Cancellation policy. Cancellations must be made at least 24 hours prior to the reservations for Option A1. Cancellations with less notice will not receive any reimbursement for rental fees.
15. All users of the Building agree to release and to indemnify, defend, and hold harmless (“indemnify” meaning protect by reimbursement or payment) the Town, its representatives, directors, employees, agents, and subcontractors with respect to any and all actions, liabilities, suits, and/or claims: (a) brought by or on behalf of the signatory below, their children or a family member, or guests for any injury, damage, death or other loss in any way connected with participation in activities and/or use of the Building by the undersigned, their children or family members, or guests; and/or (b) brought by another user or participant or any other person for any injury, damage, death or other loss to the extent caused, directly or indirectly, by the undersigned, their children or family members, or their guests in the course of using the Building.
16. Trash and recycling. Trash and recycling bins shall be provided by the Town. It will be the renters' responsibility to take all trash to the outside trash receptacles at the southeast corner of the property.
17. Amplified sound and sound levels must be kept at levels consistent with the Town's sound level ordinances and must cease by 11 pm.
18. No smoking facility – the entire facility and grounds are non-smoking, including but not limited to cigarettes, cigars, e-cigarettes and marijuana.
19. Animals are prohibited in the community spaces with the exception of certified service animals.

Acknowledgement of Receipt of Community Room Policies

Any issues or rules not governed here shall be resolved at the discretion of the Town Manager.

I hereby attest that I have carefully read, understand, and voluntarily sign this document and the above insurance and indemnification, and acknowledge that it shall be effective and binding upon me, my children, my family members, my heirs, executors, representatives, subrogors and estate.

_____ Print Name	_____ Signature	_____ Date
_____ Print Name	_____ Signature	_____ Date