

## **WELSH COMMUNITY CENTER RULES AND REGULATIONS**

The Town of Welsh thanks you for choosing this facility for your functions. It is the desire of the town that this facility is kept in the best possible condition so that everyone may enjoy the space, convenience, professional amenities, and overall quality that a facility of this type provides. Please read the following rules and regulations carefully!!! Groups or organizations renting the Welsh Community Center are hereinafter referred to as RENTERS.

Permission for the use of the building will only be granted to responsible adults at least 21 years of age. Use of the room will be determined on a first-come, first-serve basis with priority given to residents of the Town of Welsh. The Mayor and Board of Aldermen reserve the right to deny any individual, group, or organization use of the building for any function. The Town of Welsh also reserves first rights to use of the facility for town functions.

### **EACH OF THE FOLLOWING GUIDELINES MUST BE READ AND INITIALED.**

- \_\_\_ 1. Absolutely NO SMOKING is permitted in any area of the building and within twenty-five (25) feet of any entrance or exit.
- \_\_\_ 2. Absolutely NO PYROTECHNICS OR SMOKE MACHINE are permitted in any area of the building or grounds.
- \_\_\_ 3. The kitchen includes a gas stove with oven, refrigerator, microwave, ice machine, and trash containers. Renters must provide their own pots, pans, utensils, kitchen towels, paper towels, garbage bags and any other items needed and not specified above. Absolutely no alternative cooking devices are allowed in the kitchen area except for electrical warming devices, which will not damage surfaces. (Examples: crock pots)
- \_\_\_ 4. The outside covered cement area is to be kept free and clear at all times. No outdoor cooking is allowed. (Example: Crawfish Boil, BBQ, Fish Fry) No parking under the covered area is allowed. No vehicle is allowed to temporarily be parked in this area to unload items.
- \_\_\_ 5. If renter finds anything damaged or not working, it is the renter's responsibility to immediately notify the facility representative or Welsh City Hall. Failure to report such information may cause renter to be held liable.
- \_\_\_ 6. No substances may be thrown on the floor for dancing purposes. (Example: Cornmeal, powder, or flour)
- \_\_\_ 7. No dragging of any item on the floors of the public areas. This includes tables and chairs. It is your responsibility to make sure that musicians, caterers, decorators or anyone setting up for you are aware of this rule. Extensive scratching of the floors may constitute damage for which renter will be responsible.
- \_\_\_ 8. No throwing of rice, confetti, bird seed, etc. in building or on property.
- \_\_\_ 9. Overflowing trash cans during your event may need to be emptied and disposed of in the town dumpsters provided on site outside and west of the kitchen entrance.
- \_\_\_ 10 Renters are responsible for removing all decorations and other articles brought into the facility. The Town of Welsh shall not be held responsible for any personal articles that have been left behind in the building or on the grounds at the conclusion of the function.

The Town of Welsh will dispose of any items remaining on the premises six (6) hours after the function ends.

- \_\_\_ 11. Any property belonging to the community center that is missing upon conclusion of the rental will be billed accordingly. Persons or groups renting the facility accept full responsibility for any damages to the grounds, buildings, or equipment.
- \_\_\_ 12. The Town of Welsh will not accept any responsibility for injuries, accidents, or stolen articles occurring in or on the community center grounds during the occupancy of the facility by any group or person granted permission for the use of the facility.
- \_\_\_ 13. Should security be needed for a function, it is the responsibility of the renter of the facility to make arrangements for such security at their cost.
- \_\_\_ 14. No alcohol sales by renter allowed on premises unless renter obtains all necessary state permits for the function. Renters are required to comply with State Laws and Regulations regarding alcohol sales. **Remember alcohol may not be served to persons unless they are 21 years of age.**
- \_\_\_ 15. For student functions, absolutely no alcoholic beverages will be allowed. Chaperones are required to be in attendance. It is the school's responsibility to provide a safe environment during any school-sponsored function at this facility.
- \_\_\_ 16. No decorations or signs attached to any part of the wall or ceiling in any form will be allowed in order to maintain the overall appearance of the facility.
- \_\_\_ 17. Rental of this facility by private persons for their taxable gain is not allowed. This provision does not apply to political fundraisers or charitable benefits.
- \_\_\_ 18. The deposit is required at the time of application with rental fees due ten (10) days prior to the rental function. Renters are responsible for removing all items brought to the facility for the function.
- \_\_\_ 19. If renter notifies the Town of Welsh of the cancellation for the scheduled event at least thirty (30) days prior to the same, the deposit paid upon application will be refunded. If notice of cancellation is not furnished within said period, then the rental deposit shall be forfeited and no refund will be issued.
- \_\_\_ 20. The building may be made available within 24 hours prior to the rental date requested for the event, provided the building is not in use. A fee shall be charged for this use.
- \_\_\_ 21. Rental deposits will be refunded by the Town of Welsh upon inspection by the facility representative when notification is given by the renter that the function is complete, the rental agreement has been fulfilled, and the building and grounds are damage-free.
- \_\_\_ 22. No keys will be issued to renters.
- \_\_\_ 23. Parking is available on east side of Palmer Street directly across from Community Center, the west driveway of Community Center, and the designated parking area in the rear of the Community Center.

**I HAVE READ THE ABOVE RULES AND REGULATIONS AND DO HEREBY FULLY AGREE TO COMPLY.**

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Renter

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Date

**TOWN OF WELSH  
WELSH COMMUNITY CENTER  
RENTAL CONTRACT**

**RENTER**

APPLICATION DATE \_\_\_\_\_ EVENT DATE \_\_\_\_\_

NAME OF RENTER \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

PHONE \_\_\_\_\_ CELL/OTHER \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

(Person affiliated with group or organization that is making the application)

PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

**EVENT**

TYPE OF EVENT \_\_\_\_\_ ESTIMATED ATTENDEES \_\_\_\_\_

NUMBER OF TABLES NEEDED \_\_\_\_\_ NUMBER OF CHAIRS NEEDED \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ TIME OF EVENT \_\_\_\_\_ AM/PM UNTIL \_\_\_\_\_ AM/PM

This time slot shall not only include your event hours but the time you need for removal of decorations and any items used for your event. Everyone shall be out and the building will be locked at the time entered on the "until" blank.

**SET UP**

DATE \_\_\_\_\_ SET UP HOURS \_\_\_\_\_ AM/PM UNTIL \_\_\_\_\_ AM/PM

DATE \_\_\_\_\_ SET UP HOURS \_\_\_\_\_ AM/PM UNTIL \_\_\_\_\_ AM/PM

**RATES**

- ( ) Reception Room for any type of function  
\$50.00 per hour / Deposit of \$200.00 / Cleaning Fee of \$75.00
- ( ) Small Meeting Room for party or meal type function  
\$40.00 per hour / Deposit of \$100.00 / Cleaning Fee of \$50.00
- ( ) Small Meeting Room for a meeting type function  
\$25.00 per hour / No Deposit / \$25.00 Cleaning Fee
- ( ) Set up fee - \$20.00 per hour

The Town of Welsh will not accept responsibility for any injuries, accidents, or stolen articles occurring in the Community Center or on the grounds during the occupancy by any group or person granted permission for the use of the facility. Persons or groups renting accept full responsibility for any damages to grounds, buildings, or equipment. Missing and damaged articles will be billed accordingly. All furnishings and equipment must remain in the building. No refunds or deposits unless notice of cancellation is furnished to the town at least 30 days prior to a scheduled event. Town of Welsh reserves the right to refund the rentals in the case of extenuating circumstances. I certify that I have read, understand, and will comply with the policies as set forth by the Town of Welsh for the use of this facility. I acknowledge receipt of the Community Center Rules and Regulations and agree to comply with same.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

**PAYMENTS**

DEPOSIT \_\_\_\_\_ DATE PAID \_\_\_\_\_ RECPT# \_\_\_\_\_

RENT \_\_\_\_\_ DATE PAID \_\_\_\_\_ RECPT# \_\_\_\_\_

SET UP FEE \_\_\_\_\_ DATE PAID \_\_\_\_\_ RECPT# \_\_\_\_\_

CLEAN UP FEE \_\_\_\_\_ DATE PAID \_\_\_\_\_ RECPT# \_\_\_\_\_

TOTAL \_\_\_\_\_ DATE PAID \_\_\_\_\_ RECPT# \_\_\_\_\_

**INSPECTIONS**

PRIOR TO EVENT: \_\_\_\_\_ DATE: \_\_\_\_\_

RENTER TOWN REP

AFTER EVENT: \_\_\_\_\_ DATE: \_\_\_\_\_

RENTER TOWN REP

**\*\*NOTE ANY BUILDING ISSUES ON BACK OF THIS PAPER\*\***

**REFUND**

REFUND AMOUNT \_\_\_\_\_ DATE REFUNDED \_\_\_\_\_ CHECK# \_\_\_\_\_