

RULES FOR USE OF BARLOW COMMUNITY CENTER

1. The Barlow Community Center is available for use by Hudson governmental organizations, Hudson community organizations, and Hudson businesses. All activities and events are to be conducted consistent with local standards. Facilities are accessible to the handicapped.
2. Barlow Community Center is not rented to individuals for private parties.
3. Rooms for the Barlow Center may be rented for reoccurring events for a one-year duration only. Each year the City will announce the "Open Registration Period" for all users for the following calendar year. Rooms will be rented on a 'first called-first served' basis.
4. The Public Works Superintendent may create/modify rules and regulations for the operation and leasing of the Barlow Community Center at any time.
5. DEPOSITS - All users must pay a deposit fee of \$50.00 per room upon securing any space. Deposit amounts will carry over from use-to-use provided there is no damage or excessive clean-ups required to be addressed by the City after the space has been occupied. If it is determined that the space has been damaged, i.e., damaged/stained carpet or tile, damage to walls, ceilings or doors; that the space has been left in an unacceptable condition, ie., carpet not vacuumed, debris left behind, tables and chairs not wiped clean and put away, trash not in proper receptacles; or the building/room keys have not been returned, then the City shall use the deposit to correct the problems. The group(s) responsible will then be required to repay their deposits before they can use the room again. Deposits on rooms that have not been damaged will be returned 30 days after use of room.
6. User rates are as follows:

<u>ROOMS AVAILABLE</u>	<u>CAPACITY OF ROOM</u>	COMMUNITY ORGANIZATIONS/ NON-PROFIT RATES (must be registered non-profit)	COMMERCIAL USE RATES (for half day--4 hrs)
Conference	22	\$18.75	\$37.50
Memorial	49	\$18.75	\$37.50
Assembly	108	\$31.25	\$62.50
Theater	176	\$50 Non-revenue	\$100.00
		\$87.50 Paid performance	
		\$25 Rehearsal	
		Fee for any other room used for rehearsal is \$18.75	

There will be no charge for government-related organizations including the city, county and state government, schools, Community Service Association, Senior Citizens Group, American Red Cross, and the American Legion. All others will be charged the above rates (City Ordinance 94-163)

7. It is understood that a reservation is only for the times and room(s) requested. The facility may not be used past midnight. All persons must be out of the building by 12:00 midnight.
8. Use of tables and chairs is restricted to the room you have requested.

<u>ROOM</u>	<u># OF TABLES</u>	<u># OF CHAIRS</u>
Assembly	7 10-ft long tables	60
Memorial	6 4x4 tables 1 10-ft long table	40
Conference	2 8-ft long tables	20

Please make sure you will have enough furniture for your event. If additional furniture is needed, please check with Public Works Department to see if there is any additional furniture available during your event.

9. The City does not provide all-hours janitorial service for the facility; users must keep it clean for the next group. A carpet sweeper and large trash receptacles are available in the coat room. Below is a detailed check list for custodial duties which the user must do:

- User sets up tables and chairs and puts them away after the event
- Wipe down all tables and chairs
- Wipe down all sinks and countertops
- Clean up any spills
- Vacuum all carpeted areas
- Check area for debris; make sure all your refuse is put into trash receptacles provided.
- All infant diapers **MUST** be taken off premises and not left behind in the public trash receptacles.

10. **The city does not provide storage areas for personal or group supplies.** You may need to bring your supplies as needed and they must be removed when your meeting or event has concluded.

11. Children’s programs involving the serving of food and/or painting and crafts of any kind shall be restricted to the Conference Room area.

12. Alcoholic beverages, smoking, open flames and pets are not permitted in the building at any time. **Smoking is limited to the front parking lot ONLY.**

13. Selling of merchandise or profit-making from merchandising is not permitted on the premises.

14. Modification of any space or installation with decorations or visual props on walls or ceilings with tape and/or push pins or any other installation that would result in damage to interior finishes is strictly prohibited.

15. The lobby lights are to be on whenever anyone is in the building. The lobby light dimmer switch is located on the wall to the left of the women's restroom entrance. The last group to leave the building is responsible for turning out all lights (including restrooms) and locking exterior door.
16. **Failure to secure the building will result in the loss of user privileges.**
17. There is a screen and a podium available for use. No other equipment is available. Internet connection is not available.
18. Heating/cooling controls are pre-set. **Do not touch heating/cooling controls.** Please ask maintenance staff on duty or call the Public Works Dept at 330-342-1750 if there is a problem.
19. Keys for the building and the rooms will be issued for all events in the evenings and weekends and are available at the Public Works Department office between 8:00 a.m. and 4:30 p.m. at 1769 Georgetown Rd. The user is responsible for returning the keys the following day at the Utility Drop Box at Town Hall, 27 East Main St. or at the Public Works Department office. Failure to following key policy will result in the loss of user privileges.
20. Children and young people are to be supervised at all times by parents or leaders of the group using the facility.
21. User shall indemnify and hold harmless the City of Hudson and employees from any and all claims for damages which arise from use of the Barlow Community Center.
22. The telephone number of the pay phone in the lobby of the Barlow Community Center is 330-633-9998. **In case of emergency, call 911.**