

VILLAGE OF LEXINGTON COMMUNITY CENTER

Policies and Rules

(Capacity persons)

Full size kitchen with range, refrigerators, microwave, dishwasher, coffee pots and sink. Handicapped accessible entrance and two restrooms. Tables and chairs to seat 100 comfortably.

Village does not supply table coverings or trash bags. All trash must be removed from area to trash room at rear of facility by applicant.

1. FEE SCHEDULE: The Community Center will be available for the following uses:

	DEPOSIT	FEE
a. Village of Lexington Council, Committees and Commissions.	No Chg.	No Chg.
b. Government entity (Federal, State, County, Local)	No Chg.	No Chg.
c. Senior Citizen org., civic group service club, church Neighborhood assoc., or a like group, per day	\$ 100.00	\$100.00
d. Reception, shower, reunion, graduation, birthday, wake, Communion, retirement, etc. First 6 hours (includes setup, event and clean-up) Each additional 4 hours	\$ 150.00	\$ 150.00 \$ 50.00

2. APPLICATION PROCESS.

- a. In order to reserve the hall, the applicant must submit an application form and security deposit to the Village of Lexington office within five working days after the request for rental. The rental fee is due ten days prior to the rental date. If the rental fee is not received ten (10) working days prior to the rental date, the Village of Lexington reserves the right to deny use of the facilities.
 - i. If the application is denied or if the reservation is cancelled, by the Village of Lexington, due to unforeseen circumstances, the Village of Lexington shall only be responsible or liable to the extent of the security deposit and rental fee paid by applicant.
- b. All applicants shall agree to a "hold harmless" clause indemnifying the Village of Lexington from all liability. Failure to complete this form shall result in denial to use the facilities.
- c. If the applicant has complied with all Policies and Rules, the deposit shall be returned following the next scheduled Village Council meeting after the event
- d. A copy of the Applicants drivers license will be made and held by Village office.

3. PROHIBITED TYPES OF ACTIVITIES

- a. The sale of alcoholic beverages.
- b. The sale and/or consumption of any type(s) of illegal drugs.
- c. Smoking is prohibited inside the building and only allowed in designated areas outside the building.
- d. Violation of any Village, County, State or Federal Law, Statute or Ordinance.
- e. Any form of gambling, contrary to the laws of the Municipality, State or Federal Government.
- f. Activities that block fire doors, means of egress or block or tamper with any fire or safety protection equipment.
- g. By any building user when the purpose of such use is to promote activities subversive to the Constitution or the laws of the United States or any subdivision thereof or to overthrow the government of the United States by any state of force, violence or other unlawful means.

4. USE RESTRICTIONS AND CONDITIONS

- a. There must be adequate adult supervision for all usage.
 - i. Groups comprised of individuals under the age of eighteen years must have one adult eighteen years or older in attendance for each ten persons under eighteen years.
- b. The facility application must be signed by an individual, a member of the organization, group or business requesting the use of the Community Center who is eighteen years of age or older.
- c. All functions shall end by midnight.
- d. Applicant shall be responsible for damage done during their period of use.
- e. No food shall be prepared in the building. Food may be brought in, kept warm and served. Kitchen utensils and accessories are not supplied.
- f. If requested by the Village of Lexington, applicant shall be required to purchase insurance coverage for activities they sponsor in the Community Center.
- g. The applicant is totally responsible for their guests and must be in attendance the entire designated time of the event. Applicants are responsible for making sure all guests understand the building rules and policies. The applicant is also responsible for any damages made by any member of their group and will be responsible for paying for damages.
- h. The building must be cleaned and restored to its original condition. The applicant is responsible for the removal and disposal of all trash.
- i. The applicant and guests are to use only the community room, kitchen and restrooms.
- j. No personal property shall be on the premises, other than during the rental period.
- k. No posters, signs, etc. are to be attached to the premises with tape or other like fasteners on painted surfaces.

- l. The applicant agrees to indemnify the Village of Lexington and its agents against all liability to persons or property on the premises.
- m. Violations of any rule or policy shall result in a forfeiture of the deposit and liability for actual damages incurred by the Village.
- n. The Village Business Manager or designee, shall be responsible for seeing that all policies and rules are followed. In the event a violation occurs, the Business Manager will give notice and time to comply. Upon failure to comply, the Business Manager may give notice to vacate and all users shall immediately vacate the building.