

RULES AND REGULATIONS FOR USE OF THE FACILITY

- Reservations must be made at least 7 business days before the event with full payment. Complete set-up instructions are required when making the reservation. If you need additional time, please allow for it in the reservation time period (**any additional time/setup changes must be made at least seven 7 business days in advance**). The Facility area must be cleaned and ready to be closed by your end time.
- If cancellation of the reservation is more than seven business (7) days prior to the Event, City shall refund Tenant's deposit, and any prepaid rental fee, in full minus a ten dollar (\$10.00) administrative fee. If seven business (7) days or less notice is provided to the City by Tenant, Tenant shall forfeit its entire use fee which shall be retained by the City, however the damage deposit shall be returned to Tenant in full.
- **Please use your reserved room only;** do not use other parts of the building as it will result in the end of your event and the withholding of your damage deposit.
- Users must include adequate supervision; an adult over the age of 21 years must be present at all times to supervise juveniles.
- A Facilities staff member will be at the room, 15 minutes before your scheduled start time, to let you in to setup/decorate. The staff member will stay until 15 minutes after your scheduled start time. ***If you do not show up within this time the staff member will lock up and leave. You will be charged a \$25 fee for him/her to come back to let you in.*** Please have the person in charge meet with the staff member to ensure rules and cleanup expectations are understood. You will be provided a number to call if there are any problems or concerns. If you cannot reach the scheduled staff member, then you can reach Kathy Hansen, of Facilities, at (970) 420-8518. Please leave a message if not during business hours and you will receive a call back.
- **Alcohol is strictly prohibited both inside & outside of the building.** If alcohol is found, we will call the Police, stop your event and withhold your deposit.
- A "Special Event Permit" or "Vendor Permit" may be required for your event. Please be sure to inquire about these.
- If you are using caterers or renting equipment, please make arrangements for food/equipment to be picked up before your event time is over. If the company is unable to pick up afterwards, it is the reserving group/individual's responsibility to store the items. Do not leave any items at any of the Facilities.
- Streamers, banners, etc. should not be hung from any ceiling tiles or fans. Balloons must be weighed/tied down to ensure they don't get tangled in the fans at Pulliam Community Building's Dining Room. Fog machines are prohibited. (They set off the fire alarm.) You may NOT use staples, tacks, nails, pins, scotch tape, packaging tape, or duct tape on walls or ceilings. You MAY use masking tape, sticky putty or 3M hanging products.
- No commercial venues are allowed
- A Facilities employee will arrive by your events scheduled end time. **If you get done early, please call the staff member, as you will be responsible for the building/room until the staff member gets there.** Please ensure there is someone there to meet with them. At this time, the employee will check over the Facility with the user. If clean up is not done to our satisfaction, you will have the opportunity to correct the problems. If you choose to leave it as is and forfeit your damage/cleanup deposit you will not be able to utilize the facility in the future. A cleanup checklist is attached for your convenience.