# Community Room Use Guidelines

The following guidelines ensure the Community Room remains clean, safe, and welcoming for all users. All individuals and groups using the space are expected to follow these rules.

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### 1. General Conduct

- The Community Room should be used in a respectful and responsible manner at all times.
- All activities must comply with local laws, facility policies, and staff directions.
- Children must be supervised by an adult at all times.
- Doors cannot be propped or left open.

### 2. Room Setup and Decorations

- **Wall Attachments:**
  - Do **not** use tape, adhesives, glue, sticky putty, or any materials on **drywall**, paint, or finishes.
  - Nothing may be nailed, stapled, or screwed into walls, ceilings, doors, or trim.

- **Decorations:**
  - Decorations must be freestanding or placed on tables.
  - Helium balloons must be secured and removed after the event.
  - Open flames (including candles) are prohibited.

### 3. Materials Restrictions

- **Glitter, Confetti, and Similar Materials:**
  - The use of glitter, confetti, sequins, rice, sand, fake snow, or similar loose decorative materials is strictly **prohibited**. These materials are difficult to remove and can cause long-term damage to flooring, furniture, and equipment.

- **Mess-Producing Activities:**
  - Activities involving paint, dye, clay, adhesives, or other materials that stain, damage surfaces, or require special cleanup are not permitted unless pre-approved.

### 4. Food and Beverages

- Food and beverages are allowed only in the community room. If renting the gymnasium at the same time, food cannot enter the gym.
- All spills must be cleaned immediately.
- Alcohol and tobacco products are strictly **prohibited**.

### 5. Cleaning and Restoration

- The room must be returned to its original condition at the end of use. This includes:
  - Removing all decorations and personal items.
  - Wiping down tables and surfaces.
  - Sweeping or vacuuming as needed.
  - Placing all trash in designated bins.
- Additional cleaning fees may be charged if the space requires extra maintenance due to improper use.

## 6. Furniture and Equipment

- Do not drag tables, chairs, or equipment across floors; lifting or rolling is required to avoid damage.
- Report any damage to staff immediately.

## 7. Liability

- Users are responsible for any damage caused to the facility, equipment, or property during their reservation.
- The organization reserves the right to bill for repairs or deny future reservations for non-compliance.

**By signing this document, you acknowledge that you have read and understand the Community Room Use Guidelines and agree to fully comply with all rules, restrictions, and responsibilities outlined herein. You accept responsibility for the conduct of all participants in your group and for any damage or additional cleaning resulting from your use of the space. Failure to adhere to these guidelines may result in additional fees, loss of reservation privileges, or denial of future access to the facility.**

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PRINT FULL NAME DATE

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SIGNATURE