

**RULES AND REGULATIONS FOR RENTING THE RISINGSUN COMMUNITY PARK BUILDING**

1. A CLEANING/DAMAGE DEPOSIT OF \$50.00 IS TO BE PAID WITHIN 10 DAYS TO HOLD DATE OF BOOKING.
2. The rental fee is to be paid in full before receiving the key to the building.
3. The renter agrees to leave the building reasonably clean.
4. The renter agrees to return all tables and chairs to their original position.
5. **THE USE OF CONFETTI, BIRD SEED OR RICE IS PROHIBITED INSIDE THE BUILDING.**
6. *Make sure all doors and windows are secured before leaving the building.*
7. **DO NOT PUT ANY GARBAGE OF ANY KIND IN THE SINK DRAINS. THERE IS NO GARAGE DISPOSAL. WE DO PROVIDE GARBAGE BAGS FOR THIS PURPOSE. PLEASE PUT THESE GARBAGE BAGS IN THE OUTSIDE DUMPSTER WHEN YOU LEAVE.**
8. Please do not remove pictures from the walls.
9. There will be a cart provided for transporting items from vehicles to building.
10. No vehicles are allowed in park unless you have prior authorization.
11. The key must be returned immediately following completion of function.
12. The building will be ready after 9 A.M., **NOT BEFORE**, the day of your reservation.
13. **DO NOT USE STAPLES, NAILS, TACKS, THUMB TACKS OR TAPE ON CEILING, WALLS OR TABLES.**
14. The Risingsun Community park building is a **NON-SMOKING FACILITY.**
15. The renter, NOT THE VILLAGE OF RISINGSUN, is responsible for their guests when alcohol is consumed.

ANY violation of the above rules and regulations could mean possible loss of part or ALL of your deposit.

RISINGSUN VILLAGE COUNCIL

**PLEASE CHECK ALL DOORS FROM THE OUTSIDE TO BE SURE THEY ARE LOCKED WHEN YOU LEAVE!**

**EMERGENCY PHONE NUMBERS:**

**VILLAGE MAINTENANCE EMPLOYEE – CELL 419-308-7606**

**PARK CUSTODIAN – 419-457-7800**

**PLEASE DO NOT SIT ON THE TABLES. IF THEY GET BROKEN THE RENTER MUST PAY TO REPLACE IT.**