**SHELTER HOUSE:**

 **RULES AND REGULATIONS**

 **RENTAL HOURS 8:00 AM -12:00 AM**

1. **You can NOT enter to decorate prior to 8:00 a.m. the morning of the rental. Early set-up (day before) may be arranged if available for a 2ND rental fee.**
2. **Before leaving the shelter house, please wipe off all tables and chairs that have been used. Sweep the floor, mop any spills that may have occurred, tie trash bags shut and put them into the barrels outside. The broom and mop can be found in the utility closet.**
3. **Kitchens and restrooms must be returned to pre-rental conditions.**
4. **Proof of Liability insurance coverage and a photocopy of the alcohol permit (if applicable) must be provided 14 days prior to the event. This is for Senior/Community Center only. Alcohol is Prohibited @ the park shelter houses.**
5. **Do not drag tables across the floor.**
6. **All candle decorations must be flameless candles.**
7. **Sitting, standing or walking on the tables is prohibited.**
8. **Electrical/Masking/Scotch tape, command strips, nails, paper clips or tacks on walls, floors, tables, ceilings or chairs is prohibited. Doing so will result in loss of your deposit and damage replacement/repair cost.**
9. **Permanent /Seasonal decorations (American Flags, clocks, Christmas trees, wreaths, ect.) will not and should not be moved.**
10. **Dance wax and micro-dot confetti are prohibited.**
11. **Customer, guests, D.J., band, caterer, and any other involved party along with the equipment and decorations must vacate buildings by 12:00 a.m. (midnight) to avoid an additional charge and loss of deposit.**
12. **Indoor/outdoor decorations and all belongings for the event must be removed before vacating the premises.**
13. **The Shelter Houses and Senior Community building are all Smoke Free facilities.**
14. **The Town of Fort Branch assumes no responsibility for customers’ belongings. Anything that is left after your party will be thrown out when the custodian comes to clean. Please be sure to take all items that you bring with you when you leave.**
15. **Skateboards are prohibited on all rental properties.**
16. **Toilet paper will be provided at the shelter. The Town will supply (2) trash bags when you pick up your key. Any additional bags will be your responsibility.**
17. **You will need to provide your own dish rags, towels and utensils.**
18. **Depending on the season, set the air conditioner thermostat at 80 degrees; set furnace thermostat to 60 degrees when leaving.**
19. **Prices are subject to change with these policies superseding all past policies.**
20. **Any damage will be charged to the renter at replacement cost.**
21. **Failure to read these rules does not exempt you from following all rules and regulations, as they are posted in each kitchen.**