

# Town of Collierville

## Parks, Recreation and Cultural Arts Department

### **H.W. Cox Community Center Gymnasium Usage Policies**

1. The Gym may be reserved for private, civic, or commercial usage upon department approval and availability of facility.
2. Must be 21 years or older.
3. Rental of the gymnasium includes the use of the gymnasium, use of kitchen area, floor covered, restrooms and facility supervision. Hours for use will be anytime from 8:00 am until midnight (including set up and cleanup).
4. Facility supervision will be rendered during duration of event. This includes janitorial service for restrooms and situations such as power failure, hvac failure or other unforeseen situation that could occur. This does not include assistance with setup or clean up of gymnasium after event is over.
5. Any use of tables and chairs is responsibility of renter.
6. Damage deposit must be paid at the time reservation is made. The rental fee must be paid in full within fifteen (15) days of reservation date. The damage deposit will be returned if the facility is left clean and there is no loss of property. The Department must be notified in writing of a cancellation thirty (30) days prior to usage to receive full refund.
7. Collierville officially recognized organizations/associations have priority for usage.
8. A single individual and/or organization may schedule the facility for use no more than twice per month. The Town will adhere to a "first come, first serve" policy should a scheduling conflict arise.
9. Decorations may be put up as long as no surface is damaged. No tape, thumbtacks, staples, glue or any substance that may cause damage to walls, rails; ceilings, or floors may be used. Please check with staff for approval for decorating.
10. The User must make appropriate reservations to allow time for decorating, preparation of food, delivery of supplies, catering, and clean up.
11. Liability is assumed by the User of the facility in regard to any personal or property damage or loss arising out of activities of the User.
12. Alcoholic beverages, gambling, and profanity will not be permitted in park or facility.
13. No tobacco products are allowed inside the facility.
14. Admission charges, selling of any situation where money changes hands is prohibited until User submits a request explain event and has been approved by the Department.
15. All requests to make changes from the original schedule, or for additional use of facilities, must be made in writing to the Department for review.
16. Users renting the facility must provide supervision of minors at all times.
17. The Parks and Recreation staff will check the gymnasium before deposit is returned.

Renter Signature: \_\_\_\_\_

Date: \_\_\_\_\_