

GENERAL PROVISIONS

The facilities of the Wellington Activities Center, Inc. may be used by individuals or groups for events that may be appropriately carried out in an activity center, subject to the advanced approval of the Facilities Manager, and in full compliance with these policies.

This policy describes specific requirements and prohibitions that must be observed when using the Wellington Activities Center facility. In addition to these specific items, persons or groups who use the facilities are expected to take care of the furnishings, equipment, and buildings in a manner that will prevent damage, excessive custodial effort, and unnecessary wear and tear. Failure to adhere to these reasonable expectations will result in forfeiture of deposit and revocation of the privilege of using the facilities in the future.

Use of the facilities must be arranged at least 2 weeks in advance of the proposed use date, and permission for such use shall not be granted until the attached reservation form has been completed and all deposits and use fees have been paid.

A single individual shall be designated as the Responsible Party for the group using the facilities. The Responsible Party shall make all arrangements and shall assume full responsibility for ensuring compliance with all provisions of this policy.

Any use of Wellington Activities Center requires basic custodial service after the event is completed.

No activity or event will be allowed to take place until:

- a. The Building Use Reservation form has been completed, signed by the Responsible Party and approved by the Wellington Activities Center, Inc. Manager.
- b. All fees and deposits have been paid

RESPONSIBLE PARTY

For the purpose of this policy, the term Responsible Party shall mean the individual who reserves the building, and who is responsible for ensuring that all provisions of this policy are carried out in entirety.

The Responsible Party will receive a copy of this policy for reference during the event.

The Responsible Party shall sign the building use application form, and shall ensure that all deposits and fees are paid.

The Responsible Party shall ensure that all members of his/her group behave in an appropriate manner.

The Responsible Party shall ensure that all children in the group be properly supervised at all times.

The Responsible Party shall be responsible, on behalf of themselves and the group they represent, for the repair or replacement of any damaged furniture, equipment or furnishings.

BUILDING USE DEPOSITS AND FEES

Use of any Wellington Activities Center, Inc. facilities requires the advance payment of a building use deposit and fees for custodial service, room usage, and equipment usage.

The building use deposit will be refunded after the event is completed if the facilities, furnishings, and equipment have been returned satisfactorily to their original condition and arrangement. The Wellington Activities Center Manager will be responsible for making this determination.

BASIC RULES – ALL FACILITIES

The reservation process includes completion of the Building User Reservation form and payment of any required fees.

The use of drugs, alcohol, and smoking is not permitted in any part of the building at any time.

Use of such items as pins, tacks, nails and tape on furniture, woodwork, walls, floors, doors or windows is prohibited. The use of fire, pyrotechnics, and other flammables is prohibited.

The use of profanity is prohibited.

Skateboards, Roller-blades, & Heelys are not allowed in the center. Non-marking tennis shoes and soft-soled shoes only.

At no time is the opposite sex to enter the opposite dressing room. This is for both children and adults.

Any approved materials or accessories brought into facilities for any event shall be placed and installed in such a way as to prevent any damage to the buildings, equipment, and furnishings.

Removal of paintings or other wall hangings is prohibited. Moving or rearranging furniture anywhere within the buildings is prohibited.

Children shall be supervised at all times by parents or responsible adults in any part of the building(s), and are allowed only in the reserved parts of the building. Aerobic and weight room is off limits during special events.

After event, any portion of the facilities that were used shall be cleaned, straightened, and restored to original arrangement.

After any event, the renter is required to remove all property brought into the Wellington Activities Center, Inc. for the event. Property left in the Wellington Activities Center, Inc. will be disposed as necessary.

The Wellington Activities Center, Inc. shall not be responsible for articles that are lost or stolen from attendees at any approved event.

Personal accessories may be brought into the facilities for use in an approved event, as long as those items are appropriate and will not cause damage in any way to any of the building, equipment, furnishings, or grounds.

Main exit doors must remain unobstructed at all times.