



OUR SPACE. YOUR PLACE.  
**Westside Community Center**

# Facility Use Policies

Everyone who uses our facilities at the Westside Community Center (WCC) must abide by the following policies:

- No candles or open flames. No sternos. No toasters or toaster ovens. Permission required for grills.
- No glitter or confetti.
- No tape allowed on walls, only poster putty or command strips. Only painters tape is allowed on the floor.
- No alcohol or drugs allowed anywhere on the campus.
- No smoking indoors.
- The premises are to be left in the same condition as the beginning of the rental.
- Do not take or damage WCC property.
- Do not use any WCC property which has not been specifically granted to your rental.
- Follow fire and life safety codes, including maximum occupancy regulation.
- Do not obstruct heaters or exit routes.
- No bounce houses or trampolines.
- No animals allowed indoors. Service animals are permitted.
- Children must be supervised at all times.
- Renters and their guests must not enter the space until the agreed start time.
- Renters, guests, and all of their decorations/belongings must leave by the agreed end time.
- Door handles are to remain in the locked position at all times.
- WCC is not responsible for supplies and belongings left in classrooms or cars.

The renter will be held responsible for property that becomes damaged or missing during their rental time. Additionally, renters may be required to pay an extra fee for entering the space before the agreed start time and/or leaving later than the agreed end time.

If these terms are not followed, then WCC may cancel any contracts with the renter without refund and if the violations are severe enough the WCC maintains the right to refuse requests for future use.

All renters who forfeit their deposit will be charged the following on future rentals at the WCC:

- 1<sup>st</sup> Violation: Renter will be charged an additional 25% on their next security deposit.
- 2<sup>nd</sup> Violation: Renter will be charged an additional 50% on their next security deposit and receive a 25% increase on their hourly rental rate.
- 3<sup>rd</sup> Violation: Renter will receive a 6-month probation from renting at the WCC and receive the same conditions from the 2<sup>nd</sup> Violation.
- For each additional violation: Rental will receive a 12-month probation from renting at the WCC and receive the same conditions from the 2<sup>nd</sup> Violation.

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Renter's Signature

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Date