

## **Independent Community Center Building Use Policies**

***Renters of the Independent Community Center shall comply with the following:***

1. A completed *Building Use Contract and Rental Agreement* is required for all users.
2. Insurance Requirements

*Members:*

Members hosting private events are not required to carry liability coverage. However, if the event is open to the public, renters must carry liability coverage in the amount of \$1 million on a homeowner or renter policy showing the Independent Community Club as an additional insured for the entire time the renter is on the premises - this includes set-up day, event day, and clean-up day if the usage spans more than one day.

Members, however, may petition the Board for a waiver of liability insurance requirement or can request Board sponsorship of the event, which would also waive the insurance requirement. (*See Application for ICC Sponsorship*)

*Non-members:*

- a. Individual - must carry liability coverage in the amount of \$1 million on a homeowner or renter policy showing the Independent Community Club as an additional insured for the entire time the renter is on the premises - this includes set-up day, event day, and clean-up day if the usage spans more than one day.
  - b. Business - must have a certificate of insurance showing the Independent Community Club as an additional insured on their business insurance policy in the amount of \$1 million for the time the renter is on the premises - this includes set-up day, event day, and clean-up day if the usage spans more than one day.
3. Rental Fee (if applicable) and Cleaning/Security Deposit must be paid at least seven (7) days in advance of the event date (*See User Fees Chart*). No cleaning deposit will be charged to members, or if the event is sponsored by the Independent Community Club Board.
  4. Cancellations will be refunded if made at least five (5) days prior to the event.
  5. A cell phone is required in case of emergency as there is no phone on the premises.
  6. Facility capacity is 60 people with tables, and 120 people with only chairs in the Main Hall and 30 people with tables and 70 with chairs in the Rear Hall as per the Fire Marshall's occupancy rating.

7. Arrangements shall be made with an ICC representative to obtain the lock box combination for access to the key to open the building. **After opening the door, return the key to the lockbox so the key is not misplaced and shut the lockbox door. The door will remain unlocked.** See the *Closing Checklist* for locking the door when you leave the building after the event.
8. Parking is allowed only in gravel parking areas. Do not park on Fern or Airport Roads. Note: Approximately 20 vehicles will fit in the parking lot. Plan accordingly. Renters are responsible for where their guests park and how they behave. If need for additional parking is anticipated, please discuss with a Building Use Committee representative.
9. Renters and their guests must show respect and sensitivity to the neighbors surrounding the building. Excessive noise or staying after stated event closing time (no later than 11 p.m.) may result in a loss of the security deposit and inability to use the building in the future.
10. Ringing of the school bell is prohibited unless specifically approved by an ICC representative.
11. Alcohol Use. Alcohol use at Independent Community Center is prohibited unless Renter completes the separate ICC *Alcohol Agreement* and is approved by the Independent Community Club Board. In such case, alcohol use shall be further governed by said agreement. Sufficient food and non-alcoholic beverages shall also be served. Independent Community Club representatives reserve the right to end alcohol service and/or the event at any time if alcohol consumption exceeds responsible usage. (See *Alcohol Agreement*)
12. For events where the Renter/user states that no alcohol will be present, the Renter will ensure that no event participants will serve or consume alcohol on the premises of the Independent Community Center, nor on neighboring properties. (See *Alcohol Agreement*).
13. County, State and Federal Laws: Renter agrees to comply with all applicable county, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times, NO EXCEPTIONS. Renter may not serve alcohol to minors on the premises at any time. Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. An Independent Community Club representative reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of the Independent Community Club or the safety of its staff, guests, or building contents.
14. Liability: Renter agrees to indemnify, defend, and hold Independent Community Club, its officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by Renter, its employees, and agents of alcoholic beverages at Independent Community Center.

15. Conduct: Conduct deemed disorderly at the sole discretion of ICC representatives shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases no refund of the rental fee shall be made.
16. Renters are welcome to use the kitchen area. Please clean all ICC appliances and equipment, and remove items brought to the ICC for the event.
17. Renters may use dishes, flatware, pots, pans, and utensils and must clean and return them to where they were found. Renters must supply their own paper goods.
18. Signage: Renters may use the ICC Sign Board only in consultation with a Building Use Committee representative.
19. Events open to the public will be promoted to ICC membership at the discretion of the Board of Directors. All other promotions are the responsibility of the event organizer.
20. Renter is responsible for all clean up and removal of all trash from the premises.
21. A completed *Closing Checklist* must be presented to an ICC representative, or left on the kitchen counter, as agreed upon with the ICC representative. Upon submission of the Closing Checklist, the Center will be inspected by an ICC representative and the cleaning/security deposit shall be refunded to Renter if appropriate.

**THE FOLLOWING ARE NOT ALLOWED:**

1. Drugs, smoking or tobacco use inside the building.
2. Candles (exception: typical size birthday candles) and fireworks anywhere on the property. Outdoor fires are permitted only with permission from a Building Use Committee representative.
3. Skateboards, roller blades, archery, darts, or firearms.
4. Use of nails, glue, tacks, tape\*, etc., or any other means of decorations that may damage the walls, floor, ceiling, furnishings or building (\*exception of painter's tape).
5. Animals, with the exception of certified service animals.
6. Confetti, glitter, rice, birdseed, etc., anywhere on the property, inside or out. Organic materials may be considered outside (i.e., rosemary, lavender, etc.) – discuss your potential choices with the ICC representative.