

**Oswego Community Center
203 North Street**

RULES AND REGULATIONS FOR WEDDINGS

Please be sure to read carefully as refund of deposit is dependent upon the following:

When you make your reservations, please make sure that you can be out of the building by your allotted time or additional rent may be taken from your deposit.

For Weddings/Receptions, only bubbles are permitted in the building and bird seed is permitted outside. Please do not use confetti or rice inside or outside of the building.

- **Tobacco & Alcohol:** No tobacco products are permitted inside the building. No alcohol may be **sold** for consumption on the premises.
- **Fire Alarms, Extinguishers, & Suppression System:** Unnecessary setting off, tampering with, or misconduct of any fire prevention systems will result in a \$150.00 charge plus expenses to repair any equipment. The system is locked. If the system is activated please call 911 if it's an emergency or Labette County Sheriff Office at 795-2565 to have someone shut the system off.
- **Heat/Air Units:** When leaving, please turn heat to 65 or air to 75. We appreciate your cooperation in keeping the cost of operation as reasonable as possible.
- **Keys:** Keys may be picked up the night before at City Hall, 703 5th Street, if you require access to the building prior to our offices opening at 8:00am through the week. Keys for weekend and/or holiday use should be picked up on the Friday before, prior to 5:00 pm. Failure to pick the keys up will result in extra fees, if staff must be called out to open the building. **A call out fee (\$35.00 evenings and week-ends and \$45 holidays) will be charged if keys are not picked up during regular business hours. NO EXCEPTIONS.**
- **Restrooms:** Please check restrooms before leaving to be sure no water is left running, and all stools and urinals have been flushed.
- **Tables & Chairs:** Please **do not** sit or stand on tables or drag them across the floors. Moving carts for tables are provided. Cleaning and returning tables and chairs to closets **ARE INCLUDED** in the rental fees. **Please DO NOT store away the tables and chairs.**
- **Trash:** Sacking up and emptying trash is included in janitorial services which is included in the rental fees.
- **Floors:** Cleaning floors is included as part of the janitorial services which is included in the rental fees. However, this does NOT include waxing or buffing the floors. If the floors have excessive wear, gouges or black marks which requires waxing or buffing **the damage will be charged back to the renter.**
- **Cleaning Supplies:** Cleaning supplies, (mop, broom, mop bucket, etc) are in the kitchen clean up area south of the ice machine. Cleaning towels are in the kitchen on the bottom shelf of the large island (north side). Liners for the large trash cans are located in the kitchen and kitchenette (John Matthews Room). Please refer to the clean up sheet that has been provided to you for all other housekeeping requirements.
- **Forgotten Items:** Please cleanup room(s) rented of all personal items when your event is over. Any remaining items will be held for 2 weeks after the event then disposed of. Please call the City Office immediately if you find you are missing an item.
- **Marker Boards:** If used please be sure to return markers to the top cabinet in the John Matthew Room and in the top cabinet in the kitchen to keep out of the reach of small children. Any damage done to walls, panels, etc. will be charged back to the renter.
- **Moveable Room Divider:** **DO NOT** tamper with the moveable room divider. They are expensive and expensive to repair. It requires a special tool to open and close and if tampered with, the fee to repair will be taken from your deposit.

- **Kitchen:** Cleaning of the kitchen will be subject to, but not limited to the following:
 - 1) All items in the locked kitchen storage area are labeled. Any items used must be cleaned, dried, and returned where they belong.
 - 2) All dishes, glassware and silverware should be washed, dried, and put away.
 - 3) The City of Oswego will provide cleaning supplies and towels.
 - 4) Please **DO NOT** put coffee grounds or grease in the sinks.
- **Doors:** Before leaving the community building, please make sure **ALL doors** are locked. Each outside door has a panic bar that you have to push to exit the building when the door is locked. Insert the Allen key in the hole next to the panic bar and turn it while still holding the bar down. This should lock the bar in the down position and this allows the door to stay unlocked. The same procedure is followed to lock it back. Hold the panic bar down and turn the Allen key to release the bar into the up position so the door will lock.

Reservations, Rental Agreements, Deposit Information

- All reservations require a completed Rental Agreement to ensure your reserved date.
- All deposits will be mandatory at the time the Rental Agreement is submitted. The deposit is required to cover costs of any damage to the building or equipment and/or any cleanup that was not taken care of following the event, however, it does not relieve the renter from responsibility of additional charges if damage would be greater than the deposit.
- One-half of fees must be paid when submitting the rental agreement and the balance prior to the reservation date.
- An additional cost of \$25 can be paid to extend the rental time to 1:00am instead of the normal time of 10:00pm
- A call out fee (\$35.00 evenings and weekends and \$45.00 holidays) may be charged if someone is called out after business hours. (i.e. keys weren't picked up or a divider wasn't specified by the renter to be opened at time of rental and the renter wants it open)

Refunds on Cancellations, Deposit Refund/ Excessive Cleaning

- A full refund will be given for cancellations of 30 days or more prior to rental date. Cancellations of 30 days or less will result in forfeit of deposit, not to exceed the price of rental.
- The deposit will be returned after the janitors have inspected the building for damage and have had time to clean. If excessive cleaning is required it will be taken out of the deposit. **Excessive Cleaning** is (but not limited to): More than 15 janitorial hours, very large weddings that require more tables and chairs than normal, gouges and excessive wear requiring waxing or buffing the floors, extensive cleaning of the bathroom (such as walls and stalls), dirty dishes in the kitchen or items not put away, decorations not removed. For each additional hour of cleaning required **\$30.00** will be subtracted from the deposit.

I have reviewed and I agree to abide by the Terms and Conditions, as set out by the City of Oswego, for the use of the Oswego Community Center. By signing below I am accepting full responsibly of the condition the Community Building is left in which includes the cleanliness and the building is left in the same condition in which it was rented.

_____ **Rental Party**

_____ **Date**

_____ **City Employee**

_____ **Date**