

HAMBURG MEMORIAL YOUTH CENTER RULES & REGULATIONS

YOUTH CENTER RENTAL HOURS

Saturdays: Noon - 8:00pm or Sundays: Noon - 8:00pm
(September thru April of each year)

RESERVING THE YOUTH CENTER:

- Dates for renting of the Youth Center must be made through the Recreation Department Office. Rental costs are \$125.00 for a village resident and \$150.00 for non-residents.
- Full payment **must be** made in order to secure your reservation.
- \$50 is required for a security deposit. This will be returned after the rental, if conditions are followed.
- A copy of the renter's Homeowner's Insurance, is required.
- **Cancellations must be made at least one week, before scheduled time, in order to receive a partial refund** (\$20.00 will be deducted from refunds before the week of the rental; no refund will be given after the week window.)
- The use of the building is for a four hour time frame, which includes set-up and clean-up. Parties can be scheduled in the time frames listed below.
- ***Recreation Dept. will provide tables (4-5) and chairs (45-50) for event, but renter is responsible for setting them up. There will be a staff person here to open and close up, answer questions and help when then can.***

**Rental Fee paid is for the time frame noted on your agreement form.
THIS INCLUDES SET-UP AND CLEAN-UP.**

CARE OF THE YOUTH CENTER:

1. Users of the Youth Center must leave rooms clean and in good order.
2. All special equipment must be removed from the premises at the end of each session.
3. Property belonging to the Youth Center, such as dishes, kitchen utensils, furniture, if broken, will be reimbursed by renter. **All users will be held strictly accountable for any property damage.**
4. All dishes & utensils must be washed and put away and all tables and counter tops are to be wiped down, at the end of each session.
5. Garbage must be placed in containers in kitchen or rooms in use.
6. All lights must be turned out, with the help from supervisor, at the close of each session.
7. All outside doors are to be closed and locked, with help from supervisor, at the end of the session.
8. Some banquet tables are available upon request. Arrangements for set-up of this equipment must be made in advance with the Youth Center office.
9. Use of rooms on the second story of the building or in offices is strictly prohibited.

- The Youth Center will not be held responsible for any articles or equipment left in the building.
- No alcoholic beverages are to be permitted on the Youth Center premises.
- Smoking in the building is prohibited.
- All complaints are to be submitted to the Recreation Department in writing.
- Any flagrant violations of the above rules may result in the forfeit of the security deposit and/or the privilege of renting the Youth Center for future events.