

MARTIN CENTER FACILITY RENTAL RESTRICTIONS

The staff of the Martin Center will strive to make your event a safe, positive experience. Please assist us by observing the following policies.

The staff of the Martin Center reserves the right to terminate any event without notice if any policies or restrictions are violated. Violations may also result in forfeiture of entire Damage Deposit.

- All decoration plans must be submitted in writing and approved by the Center Director or her designee at the time of final payment. Absolutely **NOTHING** is to be attached to any walls, windows, ceiling or furniture, regardless of the material used.
- No alcoholic beverages are allowed in the building or on the premises, including the parking lot, without the prior **written** permission of the Center Director.
- No smoking is allowed anywhere in the building, including the restrooms.
- **All** exits must remain clear in case of emergency.
- No animals are allowed in the building with the exception of service animals.
- An adult **must** supervise children at all times. Children will not be allowed to run or wander through the building or play outside unsupervised.
- The piano must remain in the Multipurpose Room.
- Fire regulations do not allow candles with open flames anywhere in the building. The only exception is for religious ceremonies with prior written approval.
- All persons are to stay in the areas designated under the Contract. **No** one is to enter offices, classrooms or other areas not included in the Facility Use Application and Contract. The responsible person(s) under the Contract are to oversee the conduct of all persons in attendance.
- Bubbles may **only** be used outside the building.
- Parking is on site or in the public lot located north of the building. Overflow parking on the street is allowed but on **ONE** side only.
- Events must conclude no later than 11:00 p.m. You will need to contract for additional clean up time after the event.
- All garbage must be tied securely, removed from the building and placed into the flip top dumpsters located **inside** the dumpster enclosure. All trash containers are to be relined and returned to their original location inside. Failure to comply will result in additional fees.

FIFTYFORWARD MARTIN CENTER WILL NOT BE HELD LIABLE FOR THE LOSS, THEFT OR DAMAGE TO ANY GOODS OR PERSONAL PROPERTY OR FOR THE INJURY TO PERSONS OR PROPERTY.