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www.riverbender.com/communitycenter

Rental Policy

- 1) Riverbender.com Community Center (RBCC) is available for rental from **8:00 a.m. until 10:00 p.m. Monday through Thursday, 8:00 a.m. until 11:00 p.m. Friday & Saturday, and noon until 10:00 p.m. on Sunday.** Music is confined to inside the building and **must be concluded by 10:30 PM.**
- 2) **SUPERVISION:** The Renter is responsible for providing adequate supervision of guests during rental. All activities involving children and young adults must be supervised by responsible adults as follows: for preschool children up to age six, one adult chaperone for every five children; for children ages six through thirteen, one adult chaperone for every seven children; for children ages 14 through eighteen, one adult chaperone for every ten children.
- 3) **ALL PARTICIPANTS** must abide by the rules when using the facility and any misconduct will not be tolerated. RBCC staff will be present at all times and is responsible for general supervision of the facility. RBCC staff has the authority over enforcement of the rules governing the building.
- 4) **Persons and/or organizations renting the facility are responsible for:**
 - Any damage done to the facility,
 - Leaving the facility clean,
 - Monitoring the conduct of **ALL PARTICIPANTS** and guaranteeing that they follow building rules and are under control throughout the time of the permit.
 - Completing all activities within the hours rented. Failure to vacate the premises at the agreed time will result in an overtime fee.
- 5) **CONTROLLED SUBSTANCES:** No alcoholic beverages are permitted at the RBCC. Absolutely **NO SMOKING** or illegal substances are permitted in the building/outside the building. Staff will be supervising outside as well as inside the center, and any misconduct is grounds for immediate termination of the event with no refunds. If deemed necessary, the Alton Police will be called in an emergency situation.
- 6) **CATERING/FOOD SERVICE:** Professional catering may be used, but not required. Professional caterers shall provide proof of insurance, a valid Health Department permit, necessary vaccinations for employees, and a current business license. The RBCC does not provide linens, utensils, flatware, glassware, or any type of serving vessel. Rental is subject to termination of the event and loss of the security deposit for violation of this policy if, in the sole discretion of RBCC personnel circumstances warrant.
- 7) **DELIVERY AND PICKUP:** Delivery and pickup of equipment must be within the contracted rental period. RBCC cannot accept responsibility for anything delivered to or left on the premises. If any personal/rental equipment is delivered before or left beyond the

contracted rental time, the renter will be penalized the overtime charge of \$100 for the first hour and \$50 for each hour thereafter.

- 8) CLEANUP:** All events, including set-up and clean-up time, must be within the facility's rented hours unless otherwise agreed. The renter is responsible for all trash, food, decorations, and any other items or equipment not belonging to the RBCC before the end of the rental period. If more than routine cleanup by the RBCC staff or contractors is necessary, the RBCC will charge the renter \$50 an hour for each extra hour of cleaning, and said figure shall be deducted from the deposit.
- 9) INSURANCE:** The renter agrees to the following insurance conditions as stipulated by RBCC: The renter hereby agrees to the terms and conditions set forth in this contract and further agrees that liability insurance is the renter's sole responsibility, and the RBCC shall not be responsible for any claims of loss, injury or damages that may result during the rental period. Persons renting the facility are responsible for any monetary damages to property inside or outside the facility during the event. The RBCC is not responsible for accidents, injury or loss of group or individual property. The RBCC may require insurance coverage for any activity.
- 10) DECORATIONS/FURNISHINGS:** The use of tacks, staples, nails, duct tape, double sided tape, or other adhesives is prohibited. Renters may use scotch tape or blue painters tape. Nothing may be hung from the ceiling. Use of birdseed, confetti, flower petals, glitter, silly string, or rice is prohibited. This includes throwing, scattering on tables, and any other decorative use. Damages will be deducted from the security deposit. All plans for decorations must be approved by the RBCC prior to installation and they must be removed at the end of the rental period.
- 11) MUSIC:** DJ's and amplified music are permitted. Bass and volume must be kept within reasonable levels; RBCC staff members will monitor the sound. All DJ equipment must be loaded in and out within the contracted rental period. Some rooms have connections for stereos, CD players and/or microphones. Prior arrangements must be made with RBCC staff members if the renter wishes to bring such equipment. Renter may not plug in additional equipment to the RBCC sound system.
- 12) PARKING:** All vehicles must be parked in designated parking spaces. Fire lanes must be left open. The police may be contacted if renter is in violation. The RBCC is not responsible for towed vehicles. Limited parking is available in the RBCC lot as well as in accordance with the City of Alton parking regulations on the street.
- 13) PAYMENT/SECURITY DEPOSIT:** Full payment and security deposit required at the time of booking. A valid credit card is required for rental payment. Any additional guests exceeding the arranged amount will be charged to the credit card at a rate of \$7 per person. A \$200 security deposit in the form of a separate check payable to "Riverbender.com Community Center" is due at the time of application. The security deposit will be returned (less any deductions for extraordinary cleanup costs or damages) to the Renter after the event. If damages to the facility exceed that of the security deposit, the additional cost will be billed to the Renter and payment is due within thirty days after receipt of invoice.
- 14) CANCELTION POLICY:** A cancellation charge equal to one half the rental fee is charged

if a cancellation is made less than 30 days prior to the booking. If a cancellation is more than 30 days prior to the rental date, renter will receive a full refund. The full rental fee is charged for failure to cancel.

15) OVERTIME POLICY: Overtime charges will be applied for failure to vacate the facilities at or before the scheduled conclusion of the booking. The rates will be \$100 for any fraction of the first hour in excess of the rental period, and \$50 for each fraction of an hour thereafter.

16) RENTAL FEES:

2 hour party package: \$200 up to 30 guests; each additional guest \$7

Package includes:

- One 20 oz. soda per guest (choose from Dr. Pepper products) *NO OUTSIDE DRINKS*
- Use of all games: Xbox, Play Station3, Play Station Move, Xbox Kinect, Wii, DanceDanceRevolution, Guitar Hero, foosball, billiards, ping-pong, pinball, air hockey, pop-a-shot.
- Sound system – bring your iPod or use our iTunes
- Dance floor
- Movie theater – bring your own DVD or choose from our Netflix library
- Internet cafe (6 stations and wireless access)
- Additional chairs and tables in café area for seating as well as cake/snack table.

Renter provides:

- Cake, snacks, plates, napkins, forks, and any desired table coverings or decorations.
- Crock pots for any food which needs to be hot, cooler for ice cream or food which needs to be cold – there is no access to our kitchen or supplies.
- Chaperones to supervise your party guests.

Add an hour to your party: \$100 additional charge (based on availability)

PAYMENT AND RESERVATIONS

To confirm a reservation, a contract must be signed and returned with proper payment.

PARTY RULES

- No running
- No sliding on the dance floor
- Renter may bring their own iPod to connect to our sound system or use our iTunes song list. A staff member will set it up and adjust the volume. Renter may then access the iPod only, not the main volume.
- No jumping on or off the stage. **NO JUMPING ON THE PROJECTOR BOX!**
- Video games may be checked out at the front counter. Bring the disc which is in the machine and the empty box of the game you wish to check out. Games available to check out are on shelves. If a box is not on the shelf, we do not have that game.
- No outside drinks may be brought in. All sodas must be purchased from the Center.
- There is no access to the kitchen or utensils. Any items which need to be cold should be brought in a cooler and those needing to be warm should be brought in a crock pot or other appliance.
- Renter must bring their own table cloths, plates, silverware, napkins, etc., the Center does not supply these.
- Renter is responsible for supervising guests and assuring Center equipment is used properly and not broken.
- No pillow fights in the movie theater – no jumping on the movie theater couches.

END OF PARTY CHECKLIST

- Take any decorations you may have brought. If you do not wish to bring them home with you, dispose of them in the garbage cans. Check all rooms for party garbage including bathrooms.
- Pick up any food on the floor and dispose of it. Check all rooms including bathrooms. Vacuum is available for excessive cleanup.
- Clean tables of any crumbs or bits of food.
- Put furniture back in the place where you found it.
- Check the bathrooms to make sure the water taps are shut off and that the lights are turned off.
- Return all pool cues to the racks on walls, pool balls racked on tables, ping-pong paddles and ball on tables.
- Straighten movie theater room couch cushions; two throw pillows per couch.
- Put all trash in the garbage cans. Should the garbage cans become full before your party has ended, please alert the staff person(s) on hand so that they may empty the trash.

Pursuant to your Facility Rental and Application Agreement, the Director reserves the right to retain the percentage of your security deposit deemed necessary to return the facility to the condition in which it was prior to your event.