

MULTI-PURPOSE ROOM/MEETING ROOM RENTAL REGULATIONS

DATE: _____ TIME: _____ EVENT: _____

RENTER'S NAME: _____ MP1 MP2 MP3 MP4 MR

By the end of your rental period, please sign and return this form to the Center Supervisor.

The Center Supervisor has the authority to enforce rules and may end your rental early if rules are violated. It is your responsibility to supervise children and monitor the behavior of your guests. Foul language, fighting, and inappropriate behavior will not be tolerated. You will be held responsible for any damages or lost equipment. Renters and guests who violate rules may lose the privilege of using Carlisle Parks and Recreation facilities in the future.

General Rules and Information

- **CLEAN-UP** – Remove all food and supplies, disinfect tables, clean the rental space, and take trash/recycling to the dumpsters within your rental period. Trash bags and cleaning supplies are provided and will be brought to you 30 minutes before your rental ends. If your rental ends earlier, please see a Center Supervisor for cleaning supplies.
- A **\$25 penalty + hourly fees will be assessed** if you fail to clean up or leave the facility on time.
- **NOT PERMITTED** – Confetti, glitter, powder balloons, and pets. Fog machines and grills are also not permitted because they may set off the fire alarm, requiring evacuation of the building.
- **BEHAVIOR/COURTESY** – Please be courteous of the facility, including tables, chairs, and equipment. Avoid offensive language or behavior. Keep music volume reasonable and lyrics “clean”.
- A limit of two appliances may be used in the Multi-Purpose rooms. Chafing dishes are permitted. No candles, except birthday candles.
- **SMARTBOARDS/PROJECTORS** – Please DO NOT put anything on the board or touch the projector. The cords and remote will be set out prior to your rental if you requested use at the time of your reservation.
- **WIFI** – (for MP1 + MP2) Network: BoC-StuartCenter Password: BCF415EF53
(for MP3 + MP4) Network: Stuart CenterMP45 Password: B0C5tuartC3nt3r!



All Carlisle Borough parks and facilities are ALCOHOL and TOBACCO FREE.
(exception: guests may smoke in their cars)



End of Rental Cleaning Checklist

- ___ Remove all decorations, including balloons, string, ribbon, and tape.
- ___ Wipe all tabletops (& chairs if necessary) with disinfectant. If the chalkboards were used, please erase the chalk and clean the boards with a wet paper towel.
- ___ Vacuum or sweep the floors. Clean up spills immediately/wet mop in room MP2.
- ___ Leave tables and chairs set up as you found them.
- ___ Take all trash/ recycling outside to the dumpsters (in the parking lot to the right of the main entrance).

**The Center Supervisor will put away the table/chair carts, equipment, and cleaning supplies.*

I adhere to all facility policies, understand the responsibilities required, and will be held accountable for my rental and guests.

RENTER'S SIGNATURE: _____