

Reservee: <HFRSTNAME> <HHLASTNAME> Reservation No: <RSVID>  
<ADDRESS1>  
<CITY>, <STATE> <ZIP>  
<HOMEPH>

## ROCK QUARRY HOUSE RULES & REGULATIONS

PLEASE NOTE: Entering the facility is authorized ONLY during the hours in which you have reserved and paid for. Please refer to hours noted on this receipt. Items are NOT allowed to be brought in to the facility prior to OR after your event. The Parks and Recreation Department is not responsible for lost or stolen items left in the facility.

1. IMPORTANT NOTE: A key will be required to enter the building. There is a security system at the building. There is a \$100 required deposit to obtain the key and security code for the house. The deposit will be forfeited if the house is not clean according to the cleaning instructions posted at the facility. Otherwise the deposit will be refunded no sooner than 3 business days after the event.

YOU MUST PICK UP THE KEY AND INSTRUCTIONS FOR DISARMING/ARMING THE ALARM ONLY AT THE PARKS & RECREATION OFFICE AT 1 S. 7TH STREET.

For Monday-Friday reservations, you must pick up the key after 1:00pm the day of your reservation.

For weekend/holiday reservations, you must pick up the key after 1:00pm on Friday.

If you fail to pick up the key during normal business hours, M-F 8:00am-5:00pm, you will be charged an additional \$100 non-refundable fee for a P&R staff member to obtain a key for you or you can forfeit your reservation with a non-refundable fee.

The key must be returned the next business day by 12:00n following the event to ensure refund of your deposit. We will retain \$50 of your deposit fee if the key is NOT returned the next business day.

2. RESERVATION FEES ARE NOT REFUNDABLE, BUT MAY BE TRANSFERRED TO ANOTHER DATE UP TO 14 DAYS PRIOR TO THE SCHEDULED RESERVATION.

3. The renter has 30 minutes prior to their reservation time AND 30 minutes after their reservation time for set up and clean up. Any time used outside of the reserved time may incur additional charges.

4. The user shall restore the facility to the conditions existing prior to use.

It shall be the responsibility of the renter to provide all their own decorating supplies, provide for their own set-up and cleaning, clear the rental area of all trash and place all trash in outside trash can and remove supplies brought in by the renter at the end of the rental. No decorations shall be affixed in any manner to painted walls.

No rice, confetti, etc. can be used on the premises. Birdseed is allowed. No smoking is allowed inside the home. Food and beverages are permitted throughout the facility. Kitchen is available for use. Renter is responsible for ALL cleanup.

No weapons, even those held by a concealed weapons permit, are allowed in the Rock Quarry House.

Guidelines for cleaning are posted in the building. Following rental, should the condition of the building fail to meet these guidelines, the \$100 deposit will be forfeited.

5. Tables and chairs are to be used indoors only and only for the specific purpose for which they are intended. Tables and chairs for outdoor use can be rented from local businesses.

6. Maximum group size for this location is 50 persons. Chaperones will maintain order at the event. Minimum chaperone requirements are as follows: 1 adult over the age of 21 per 10 youth, 1 adult over the age of 25 per 15 teens.

Order must be maintained by the organization or person(s) renting the facility, both inside the facility and on the grounds. Unusual rowdiness or abuse of persons or property, if not managed by the renter, could result in immediate termination of the agreement.

7. The park closes at 11 p.m. Amplified music is permitted but must be kept to a reasonable level and a sound permit is required from the police department. Call 442-6131 for details in obtaining a sound permit.

8. Persons renting the facility are responsible for complying with all city, county, state and facility regulations, including state liquor laws. Alcohol is permitted. The sale of alcohol is NOT permitted.

9. INCLEMENT WEATHER: The reservation may be transferred or credit may be applied when inclement weather conditions cause the event to be canceled. This will ONLY apply when the park is not accessible due to the driveway not being cleared or when the Columbia Parks & Recreation Department cancels their regularly scheduled programs due to the weather.

The City of Columbia carries no medical insurance and assumes no liability for personal injuries or loss of personal property on persons participating in these activities. A participant's family policy must cover any medical costs incurred.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Key Out: \_\_\_\_\_ Key In: \_\_\_\_\_

Date Reserved: \_\_\_\_\_