

## York Area Senior Center Rental Regulations

The Senior Center is a York Area Senior Center Developers and City of York, Nebraska facility. The first priority is to provide a place for senior supported activities and meals for the senior population 55 years and older. Secondly, rooms will be rented to individuals, non-profit groups and other approved groups who are expected and required to sign and abide by the User Agreement and pay the prescribed fees. The building may be rented when senior activities are not scheduled for the area requested.

- A. Each applicant must complete a User Agreement and a person, who will be in attendance and take full responsibility to meet the agreement, must sign the agreement.
- B. Areas available to rent: Main room, conference room, and limited kitchen use. Restrooms and lobby area are included.
- C. Areas not to be used by outside groups unless with special permission from Rental Coordinator: Annex rooms (pool room, visiting room, arts/craft room, computer room, and office spaces)
- D. Renter must furnish their own tableware, cookware, coffee, etc.
- E. Tables and chairs may be rearranged, but must be returned to their original places. Other furnishings must be left as they are unless special permission has been obtained.
- F. No property of the Senior Center shall be removed from the building.
- G. Renter may not use decorations whose installation and/or removal would deface the Center's appearance. Nails and tacks may not be used. Nothing can be hung from the ceilings. No spray, waxes, glitter, confetti, rice or birdseed may be used inside or outside of the building.
- H. No standing on tables and/or chairs. Ladders are available for use.
- I. Floors must be left clean (dust mop, wet mop, brooms, and vacuum are available). Tables are to be wiped clean and sinks and restrooms left clean. If cleaning is needed by the Center after usage, a janitor charge of \$20/per hour will be assessed. There is the risk of forfeiting the damage deposit.
- J. Trash and garbage will be put in plastic bags (furnished) and placed in the dumpster at the east side of the Community Center. Replacement of garbage bags in the cans is necessary.
- K. Renter shall not use the premises in violation of federal, state or city laws or in violation of fire ordinance or regulations including the occupancy rating of the rented space. (Occupancy rating is 160 with tables, plus 32 if using west annex area. Main room occupancy is 350 without tables using main and west annex areas. )
- L. Youth groups must have adult supervisors present at all times who assume full responsibility for the group.
- M. A damage deposit is required for each rental. After inspection by a Center representative and if the Center is found to be in satisfactory condition, the full deposit will be returned. If inspection reveals damages or unsatisfactory condition, the full deposit will be held until bids can be received for repairs or cleaning. The amount of damage and security deposit in NO WAY LIMITS THE RESPONSIBILITY OF THE RENTER. If damage should exceed the amount of the deposit, the renter agrees to make prompt payment of any additional amount.
- N. Items belonging to the renter are to be removed from the Center the same day unless prior arrangement is made. The Senior Center is not responsible for items lost, stolen or damaged in/out around the Center and items left over 48 hours may be disposed of.
- O. Smoking is prohibited in all areas of the building. Any smoking outside of the building must be made sure of no residue is left near the property. Safely dispose of cigarette butts in trash receptacles.
- P. When alcohol is served at an event where no charge is made for the beverage, the applicant is required to obtain a "Special Events" permit from the City of York. Applications are available from the city clerk. A copy must be given to the Rental Coordinator prior to the event and a copy must be held onsite during the event. If any charge is made for the alcoholic beverage being served, the applicant must work through a licensed vendor. In any case, the applicant assumes all liquor liability.
- Q. A Center representative shall be entitled, but not required, to be present in the facility during all times it is being used.
- R. The facility key must be returned in designated area when the event is over. A key that is not returned will acquire the cost of replacement or re-keying of the front door.
- S. All exterior doors must be locked and shut tight when last person leaves.