



## **Rental and Operating Policy**

The following regulations apply to all rental buildings and rooms under the City of Marlow and the Marlow Municipal Authority. Included are the Community Center/Nutrition Center and Redbud Chapel. By renting any of the above buildings, the user agrees to the following rules and procedures. The conference rooms at the Garland Smith Public Library are available as stated below.

1. The Redbud Chapel is available for rent for a fee seven (7) days per week from 8 a.m. to 11 p.m. The Community Center/Nutrition Center is available Friday 5 p.m. to 11 p.m., Saturdays from 10 a.m. to 11 p.m. and Sunday 10 a.m. to 6 p.m. The conference rooms at the Garland Smith Public Library are free of charge and are available during regular business hours of the library.
2. Rental is for day of only.
3. Reservations are taken on a first-come, first-serve basis.
4. Reservations are taken through Marlow City Hall during regular business hours Monday through Friday, holidays excepted. Day use of the library conference rooms can issued by library staff when rooms are available. Reservations for the library conference rooms shall be made at City Hall.
5. The fee rental of a room or building may not be completed without submission of a refundable key deposit payable to the City of Marlow.
6. The minimum rental period is one (1) day.
7. Rental of the Redbud Chapel or Community Center/Nutrition Center does not constitute sole usage of Redbud Park.
8. Smoking is prohibited on city property.
9. Renters and users shall confine activities to only those spaces approved for use.
10. Mowing is provided through a contractor on a pre-set schedule. Lawn care is not included in rental.
11. Every individual renting the facility assumes liability for any and all damage to the building and/or equipment during the period of use.
12. No tables, chairs, or other equipment that is city-owned may be removed from the facility at any time.
13. Furniture may be moved by renter to accommodate the space, but shall be returned to its original space after use. Failure to return the space to its original form may result in loss of deposit. Moving of furniture is the responsibility of the renter.

14. All exit doors must remain operable and no part of any hallway, corridor or exit may be used in a way that obstructs its use as an exit.
15. The maximum occupancy is designated by the state fire marshal. Overcrowding any rented space is forbidden and may result in cancellation of the event and forfeiture of all fees paid.
16. The City of Marlow reserves the right to have staff attend any event held in any rented space.
17. Groups are responsible to see that all activities are properly controlled and supervised. Adequate adult supervision must be provided if group members are under 21 years of age.
18. Renters of any space are responsible for leaving the rented premises in a condition that is clean, orderly, and free of trash, debris or other unwanted materials. Failure to do so may result in forfeiture of any refundable deposit, assessment for any damages incurred, and denial of future use of any rental privileges. The determination by staff is final.
19. All trash and other disposables shall be gathered in heavy duty **garbage bags to be supplied by the renter** and placed in the outside receptacle(s) of the rented space.
20. Renters of the facility assume responsibility for noise levels of their participants. Noise that disturbs surrounding properties will not be tolerated.
21. Any behavior deemed by authorized city staff to be disruptive in any way shall be cause for eviction of participants from the building and may be cause for possible legal action. In such cases, all fees and deposits will be forfeited by the renter.
22. The City of Marlow, its officials and employees, assume no responsibility for any personal property, equipment, or other items brought into the building.
23. The use of the any rented space does not in any way imply endorsement or sponsorship of any event by the City of Marlow. Any publicity shall be designed to clearly and accurately display the name of the sponsoring group.
24. No additional lighting or electrical modifications is allowed.
25. All room or building decorations and fasteners must be prior approved.
26. NO GLITTER, SPARKLES, SEQUINS OR CANDLES MAY BE USED FOR DECORATION. No bird seed, rice or other loose material may be thrown inside the building. No wall decorations of any kind inside the Redbud Chapel.
27. The use of masking tape, cellophane tape, thumb tacks or other form of pointed fasteners to hang decorations by direct attachment to painted surfaces, wood, walls, or ceilings is prohibited. Additionally, renters will be responsible for the removal of any decorations and debris immediately after the conclusion of the event.
28. Toiletries, paper towels, trash bags and other similar items are NOT provided by the City in the Chapel. Toilet paper and paper towels are provided at the Community Center. Any such items are provided by the user of the property.
29. No food, drink, or serving utensils may be left in any rented kitchen space including freezers, refrigerators, or cabinets. Any items left in the kitchen or rented space shall be immediately disposed of.
30. There is limited access to the kitchen at the Community Center/Nutrition Center. Access is limited to the sink and ice machine.
31. Alcoholic beverages are forbidden on all rental property of the owned by the City of Marlow.

Updated: 8/13/21