

## Rules and Regulations for Rentals at the Rox-Arena

Revised January 2016

I, the renter, have read and agreed to follow these rules during my rental. If I do not follow these rules I am aware that the Rox-Arena has the right to revoke and suspend my rental privileges effectively ending my rental immediately. If my rental is suspended, I recognize that I will not receive a refund for any amount paid.

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Renter Signature

Date

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Rox-Arena Employee Signature

Date

### Reservations:

1. The Rox-Arena is available for use for residents and non-residents on a first-come, first-serve basis for the fees listed on the rate schedule. **RENTALS MAY NOT BE BOOKED FOR SOMEONE UNDER SOMEONE ELSE'S NAME. THE PARTY WILL NOT BE ALLOWED INTO THE BUILDING UNTIL THE PERSON WHO RESERVED IT HAS ARRIVED.**
2. Application for the use of the facility must be made IN PERSON at the Rox-Arena, **AT LEAST TWO WEEKS BEFORE THE DATE REQUESTED.** A booking may be considered with less than two weeks' notice if the building is already in use for the same time frame or if staffing can be provided. AVAILABLE DATES MAY ONLY BE VERIFIED, NOT RESERVED, OVER THE PHONE.
3. Contact for use of the facility must be made by a qualified individual. The term "qualified" is intended to mean a person who is 18 years of age at the time the reservation is made. The individual will be financially responsible for damages and conduct of their group, agrees to be bound by all rules, regulations, policies and ordinances as identified by the Park District. This individual must sign the contract when making the reservation, pay the deposit and balance of the rental, and be present for the entire time of the rental. (The only exception pertains to the bride, groom or family member of a wedding party.)
4. A non-refundable deposit of \$20 or 20% of the total room fee (whichever is less) is required to be paid by the applicant when reserving a room. The balance is due on the day of the event, prior to the start of the event. Due to complications with bookkeeping, full balances will not be accepted at the time the reservation is made or before the day of the rental.
5. The applicant is responsible for any thefts or damage to Park District property and shall reimburse the Park District for stolen or broken items or repairs.
6. The Roxana Community Park District reserves the right to refuse the use of facilities by any individual or group. Groups or individuals planning activities that include any of the following must gain the approval from the Director.
  - A) Fundraising as a purpose
  - B) Donations/admission at the door
  - C) Sales of merchandise or other items
  - D) Tickets for admission

7. Reservations will be accepted for activities planned to take place up to 12 months from the current date.
8. Rooms are available for a minimum four hour rental. This time minimum must include the set-up and clean-up of the rental reservation.
9. The daily rates will apply Monday-Friday from 8:00 a.m. – 4:30 p.m. Evening rates will be in effect from 4:30 – 11:00 p.m. and weekend rates include all day Saturday and Sunday.
10. A group will be given a 15-minute grace period at the end of a function to vacate the building. In the event that a booking runs over more than 15 minutes, the applicant will be charged an additional hour.
11. **APPLICANTS WILL NOT BE ABLE TO ENTER THE BUILDING UNTIL THE TIME OF THEIR BOOKING.** No exceptions, unless approved by the Director at least two weeks prior to the event. (Please be very specific with the office staff when requesting to make a change, to avoid misunderstandings regarding reservation times.)

**Availability:**

1. The Rox-Arena has four rooms available for rentals. The maximum room capacities are as follow:

Auditorium: 250 people  
Oak Room: 45 people  
Pine Room: 20 people  
Maple Room: 35 people

Please remember that these capacities do not take into consideration the space for food tables, extra decoration, etc.

2. Rooms are available for use Monday through Saturday from 8:00 a.m. until 11:00 p.m. and Sunday from noon until 10:00 p.m. Groups wishing to reserved rooms beyond the regular house must seek approval from the Director.
3. The Rox-Arena will be closed for the following holidays: New Year's Day, Good Friday, Easter Sunday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the Friday after, Christmas Eve, Christmas Day and New Year's Eve (after 4:30 p.m.).

**Equipment:**

1. Various equipment items may be checked out at the front desk. For limited items, it is best to request them when reserving the room. Equipment items available include sound system, projector, screen, coffee pots, drink dispensers, and various other kitchen utensils.
2. Extra equipment, such as, tables and chairs, sound systems, dinnerware, staging, lattice, etc., may be brought in for parties or receptions. However, all equipment must be removed at the end of the booking. Any equipment to be left for pick-up on a scheduled workday must be arranged through the Director. This equipment may interfere with following bookings. Those who leave equipment without prior permission may be subject to a charge.

### **Set-Up/Clean-Up:**

1. Set-Up/Clean-Up time should be included in all booking times. Users are required to set-up their own equipment for their event.
2. The applicant is responsible in all cases for restoring tables and chairs properly.
3. The white tables should not be used as food tables when any heated serving equipment is used.
4. The applicant is also responsible for taking trash to the dumpster, replacing trash liners, sweeping floors (mopping if necessary), cleaning all borrowed equipment.

### **Decorations:**

1. Decorations may not be fastened to the walls. This includes tape and tacks. The walls are original and cannot be replaced. **ALL DECORATIONS MUST BE FREE STANDING.**
2. No equipment may be installed or alterations made without prior approval from the Park Director.
3. All scenery type decorations must be free standing and may not block the exit doors.
4. Open flames are ONLY allowed temporarily on birthday cakes or wedding candles for picture purposes.
5. Balloons may not be left in the building overnight. They should be brought in prior to the event, on the day of the event, and removed immediately following. Helium balloons that are left in the rooms fall overnight in front of the motion detectors, setting off the building's alarm.

### **Kitchen Usage:**

1. Everyone must share the kitchen facilities if there is more than one rental at a time.
2. Kitchen clean-up includes emptying refrigerators, wiping down counters and sinks, mopping, trash removal, etc.
3. Exhaust fans must be on when ovens are in use. (Exhaust switch is located above the light switch.)
4. The dishwasher is not available.
5. Do not put water in the dry heat table.
6. Ice is available at no charge as long as supplies last. Please do not leave the scoop in the machine.
7. Coffee pots and utensils may be checked out at the front desk and must be returned clean.

### **Special Rules:**

1. For certain events, the Park District reserves the right to require that an applicant furnish evidence of insurance. The Park District board members and its employees shall be held harmless for loss of property or injury to persons while on Park premises.

2. **NO ALCOHOLIC BEVERAGES ARE PERMITTED ON PARK PROPERTY OR WITHIN ANY PARK FACILITIES.**
3. **SMOKING IS PROHIBITED IN ALL ROOMS AND THE LOBBY.** Urns are available outside the Rox-Arena for your convenience.
4. Users of the Rox-Arena must confine their group to the rooms which they reserved in order to avoid disrupting other events and to ensure proper heating or cooling. Guests should not be running about outside the facility, due to liability reasons.
5. No running is allowed in the building, and an adult should accompany small children in the lobby area at all times. **NO RUNNING OR HORSEPLAY ALLOWED.**
6. No congregating in the lobby. The lobby is a common area for entering and exiting the building or visiting the restrooms only.
7. Groups must remember that Monday through Friday from 8:00 a.m. – 4:30 p.m. are normal business hours. Therefore, order should be kept to avoid disrupting Park staff from their duties.
8. Wedding receptions are allowed to come in on the Friday before during business hours (8:00 a.m. – 4:30 p.m.) to set-up and decorate, as long as the room is available.
9. If a wedding sets up on the Friday before, they are required to reserve the room for the majority of the day of their rental (no later than 11 a.m – 11 p.m.). This time allows the renters to come in if they forget something and for the DJ, caterer, or cake person to set-up. Also, if the room is decorated the day before, we are unable to rent it that Friday night or Saturday morning.
10. Do not leave unwanted or unused food in the refrigerators or ovens.
11. The outdoor fountain is not to be touched. Also, no climbing or sitting on the outside pillars.

### **ATTENTION PLEASE**

#### **RENTERS WILL NOT BE ALLOWED TO ENTER THE BUILDING UNTIL THEIR SCHEDULED TIME.**

Renters must include time to set-up and clean-up in their reservation. (i.e. If a room is booked at 2 p.m., that is the time that you are allowed to come in to begin decorating.)

The building supervisor will arrive shortly before the start of your booking, in time to prepare for your arrival. You will not be allowed to enter the building until all doors are unlocked and the lights are on. **THIS MEANS THAT YOU WILL NOT BE ALLOWED TO ENTER THE BUILDING UNTIL YOUR BOOKING TIME.** Please advise your entire party of this rule to avoid unnecessary problems.

Please do not panic and call emergency numbers unless your set booking time has arrived and there is no one present to open the building. **Please do not go to the Park Director's residence.**

If you have an extreme emergency, please call the following number for assistance: (618) 806-0657.

Thank you for your cooperation.