

RORC Room Rental/Party Rules & Procedures

Rental Rules – Listed rules are in addition to rules listed on facility/party reservation forms

- Rental activities and guests are to be in rental space only. Overflow into other locations of the facility is not permitted.
- Only therapy animals are allowed in the facility. No personal pets allowed.
- No furniture is to be moved into the rental space from other areas of the facility.
- No outside tables or chairs are permitted.
- All youth activities are to be supervised by an adult. Children are not allowed to roam throughout the facility unattended.
- No food or drink is allowed outside of rental space. No food or drink is allowed in the gym or in carpeted areas.
- No nails, tacks or staples are allowed on walls or equipment. No tape is allowed on drywall walls. Scotch or masking tape only is allowed on brick/concrete surfaces.
- No decorations shall be attached to light fixtures, sprinkler heads, cabinets, glass fronts or doors.
- Rental time will not be extended should a rental start late (unless caused by the DTPD).
- Rental time may not be extended the day of the rental.
- Set-up and take-down time are included in your rental time. Rentals cannot enter early or stay later than reserved time.
- No refrigerator or freezer space is provided. Coolers are permitted.

Your responsibility during rental/party

- Make sure all guests understand and follow the rules.
- Provide needed supplies above and beyond what is listed in reservation agreement.
- Children must be supervised by an adult at all times.
- Monitor guest activities and communicate with on-site staff as needed.
- Inform on-site staff immediately of any food or drink spills, or with any other concerns.
- Be sure that rental is finished and room cleared by the reservation end time. Activities should be winding down and clean up started within 10-15 minutes of your scheduled end time.
- Transportation of rental supplies, food, etc. to and from rental space.
- Clean up of all rental materials that were brought in by the rental (decorations, food, trash, etc.).

DTPD rental responsibilities

- Room set up per reservation form, completed before rental begins.
- Provide cart for transportation of supplies to rental area.
- Provide a safe environment for your rental. First aid supplies available at main/fitness desks.
- On-site staff will see that all rules and regulations are followed.
- On-site staff will assist with rental needs upon request, if possible.
- Make adjustments to rentals as deemed necessary by DTPD staff.
- Final clean up (sweep, mop, wipe down tables) and take down of tables and chairs.

Failure to comply with rules and regulations may result in

- Forfeiture of security deposit or additional charges
- Removal of guest(s) if necessary
- Rental ending early with no refund