

Lyon Park Community Center

Usage Rules and Regulations

Before event:

- No tape, glue, nails, tacks, staples or other adhesives may be used on walls, floors, ceilings, painted surfaces, or chairs.
- Nothing should be taped or otherwise affixed to ceiling fans or lights. Switches for operating ceiling fans and the lights on the ceiling fans are in the entryway to the left of the stage.
- No amplified music is to be played inside or on the grounds of the Community Center. Due to the neighborhood noise ordinance, and good neighbor policy, no D.J's, bands, amplified music are to be played inside Community Center. If there is any music, only as allowed in the rental agreement, the doors and windows **MUST** be kept closed, and the music may not be heard outside.
- Wine, beer and champagne are allowed, *no beer kegs*.
- The grounds of the Community Center are available for use by the renter; however, tables and chairs may **NOT** be moved outside. (*Tables and chairs for outside use are available upon request*).

During event:

- Fire Marshall Capacity is 150 people, seats 80 comfortably.
- Renters are not to congregate outside after 8 P.M.
- Events **MUST end no later than 10 P.M.** Ask your guests to leave quickly, quietly, and be gone by 10 P.M. No loitering. (All clean-up must end by 11 P.M. and event host must depart no later than 11 P.M.)
- No Smoking in the Community Center. (The grounds and parking of the community center are **not** an ashtray, please inform your guests.)
- No vehicles are allowed on the Park grounds.
- No children are allowed on the second floor unless supervised by an adult.

After event:

- Complete Clean-up check list.
- Return tables and chairs to the rack, making sure folded chairs are all facing the same direction. Place tables next to wall next to mop sink. (*Leave one table up in main room next to small kitchen.*)
- Sweep floors broom clean, using dust mop on wood floor in main hall, wipe up spills, damp mop linoleum floors if needed. *If the wood floors in the main hall needs cleaning from spills, use the mop, with water only, wrung out, to clean.* (Brooms are in the closet in hall left of the stage). Vacuum all area rugs.
- Users of kitchens are to empty out refrigerator(s).
- Empty all trash into cans provided on the side of the Community Center. *If your garbage exceeds what our cans will hold, you must take it with you.* Take away card board boxes, oversized garbage, and recyclables.
- If windows are opened, close both the storm windows and windows when you leave.
- Turn heat down to 55 degrees, and air conditioning up to 80 when you leave.
- Return the checked clean-up sheet, which will be given you with the key.
- Turn off all lights before leaving, except, *light on portico door, (park side)*. Make sure all doors are locked!