

# FACILITY USE GUIDELINES



Thank you for your interest in using one of our program areas. In order for us to provide the community with quality service and facilities, we need your help and commitment to adhere to the following guidelines while using our facility:

1. Please be aware that The Salvation Army is a Christian Organization and we expect everyone that uses our facility to maintain behavior that is respectful and courteous to everyone, refraining from foul language, inappropriate behavior or gestures.
2. Each group must provide a contact person (full name, telephone numbers and address) that is accessible prior to your scheduled event, as well as being in attendance during your event as a point of contact for our staff.
3. All groups using the facility are responsible maintaining and cleaning all areas used, including removal and disposal of all decorations, placing all trash in appropriate bins, etc.
4. Please do not attach signs or postings to any board, wall or ceiling, nor move any facility furnishings or equipment without prior written approval.
5. Each group will assume repair/replacement responsibility for any damage (including carpet stains) to property within their agreed scope of usage.
6. Group coordinators are responsible to assure that attendees comply with all facility safety regulations, including the monitoring and supervision of children. Children and minors are to be supervised at all times and are the responsibility of the group's coordinator or designated representative.
7. Food and drink (non-alcoholic) will be allowed only in designated areas as per the agreement. Alcoholic beverages and smoking are NOT permitted on the property.
8. Unlawful, illegal activity of any type will result in immediate dismissal and potential prosecution.
9. Outside vendor sales, advertisements or soliciting are not allowed while on Salvation Army property without prior written permission from The Salvation Army.
10. Pets and animals are prohibited without prior written permission, service animals excepted.
11. The Salvation Army is not responsible for any lost or stolen property belonging to groups using our facility. Please make sure that all of your belongings are secured and monitored.
12. In case of injury or accident, each group is responsible for providing first aid and care for their participants. In the event of emergency, center staff will contact 911 and follow center emergency procedures. I hereby waive any and all claims against The Salvation Army and the Schmid Family Red Shield Community Center or its employees for any injuries to person or property arising from the use by me/participants of any of the facilities of The Salvation Army.
13. When reserving our facility, a \$100 deposit will be required to hold your reservation and serve as a refundable cleaning fee. Should the facility not be restored to its original state, the \$100 is non-refundable.
14. For parties, the designated person will be allowed 15 minutes before and after the party for set-up, check-in, and take-down. Any further time required will be charged accordingly and agreed to in the request form.

Failure to comply with these guidelines may result in removal from the facility and cancellation of events or activity. I agree to follow the above rules as stated.

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SIGNATURE OF GROUP COORDINATOR

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DATE