

# Stastny Community Center: General Operating Policies

## Booking/Payment

Upon booking an event, the renter is required to provide two checks along with a signed rental agreement. The rental check is for the amount corresponding with the room, days requested and additional optional fees. The second check needed is for \$250, this check is held as a damages/cleaning "deposit". Reservation is secured upon receiving payment(s).

Any additional charges and fees accrued before, during or after the event will be charged to the renter. You will be given the option to have charges come out of your deposit check or pay them directly. These charges may include, but are not limited to:

- Additional telecommunications service
- Additional janitorial and cleaning service
- Additional trash hauling fees
- Damages to Stastny Community Center and equipment
- Additional equipment or supply rentals
- Removal of personal property cost or fees

In the event a renter fails to pay an invoice when due, the Stastny Community Center reserves the right to pursue any and all legal action to collect the balance due and to cancel event.

The Stastny Community Center reserves the right to rent space within the facility to more than one renter if it is determined that it will not interfere with the setup of your event and concludes prior to the start of your event.

Small room rentals require access to the whole building due to storage room location. This room is only to be access during set up and tear down of the tables and chairs used during the event and accessing cleaning supplies. Using the large room, for any reason other than this, will result in the forfeiting of your \$250 deposit. Examples include but are not limited to: children playing in this room (supervised or not), storage of excess event materials and any other unapproved activities.

## Set Up/Clean Up Information

Renter will only be allowed one additional day prior to day of event at the "add on" day fee and one after the event. Additional days will be charged at the standard room rate. If the following day is not rented all renters property must be removed and renters vacate the facility by 2:00am.

## Cancellations

The rental fee is nonrefundable for cancellations made within 45 days of event date. Cancellations made prior to 45 days in advance will receive a full rental refund. All cancelations will receive their full deposit check.

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## Accommodations, Services and Restrictions

### Animals

For the safety and comfort of all our visitors, animals are not permitted in the Stastny Community Center except in conjunction with an approved exhibit, display or performance, which absolutely requires the use of an animal. Guide dogs, signal, or service dogs (as defined by law) are allowed in the SCC at any time. All sanitary needs for animals are the responsibility of the renter.

### Audiovisual System

Stastny Community Center staff is responsible for the house audiovisual system and must supervise any connection made to the system. Any and all audiovisual needs must be requested at least one week in advance to ensure the Stastny Community Center is able to meet your needs. Any needs that are not able to be met by the Stastny Community Center will be the sole responsibility of the renter to provide. Banners, signs, pictures, notices, or advertisements may only be placed in locations, and by methods, approved in advance by the Stastny Community Center management. The Stastny Community Center requires posters to be mounted on easels and/or individual holders. Staples, tacks and nails are prohibited and are not to be used on any building surface or equipment. NO STICKERS CAN BE USED OR DISTRIBUTED. Tape of any kind is prohibited in all areas of the building.

### Bar Service

The Stastny Community Center has an onsite bar and liquor license and is responsible for the administration of the sale and service of any alcoholic beverages in accordance with the State of Nebraska Liquor Control Commission. Product offering includes a wide variety of liquor, beer, wine and other spirits to choose from. All alcoholic beverages must be supplied by bar while outside alcohol is PROHIBITED. Guests must be prepared to show proper and valid identification, upon request, when ordering or consuming alcoholic beverages. All guests must be able to show proof of birth date prior to being served. The following are, but not limited to, the policies for the use of bar services:

- The maximum length of bar services is eight hours and no later than midnight.
- Open bar before 5 pm needs approval by management.
- Food must accompany any alcohol.
- The State of Nebraska prohibits the sale to and consumption of alcoholic beverages to persons under the age of 21. No exceptions.
- Valid state issued identification card, driver's license, passport, or military identification card in accordance to State of Nebraska law must be available as proof of birth date, upon request.
- Bartender reserves the right to refuse service to ANY guest at ANY time.

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- Alcohol may NOT be removed from premises or brought onto the premises. Guests will be given one warning for violating this policy before being asked to vacate the premise.
- Any alcohol located in vehicles transporting guests inside the facility must remain in vehicle or be moved to another location outside the convention center upon arrival. Alcohol MAY NOT be brought into the community center. (Example: Bus transporting wedding party to reception.)
- The Stastny Community Center reserves the right to suspend liquor service at any time for any reason without warning.
- **Failure to adhere to these policy will result in forfeiture of applicant's full rental deposit**

Any event requiring bar service is required to request this at time of rental agreement. When the bar is open at or before 5 pm renter must include bar staff in head count to caterers as they cannot leave the building while the bar is open.

### Decorations

The method and location of any special installations that your decorations may need must be approved in advance by SCC management. The following is a general list of decorating guidelines:

- No one may tape, nail, tack, or otherwise fasten to ceilings, painted surfaces, columns, walls, or windows decorations of any kind.
- Decorations may not block doors, fire extinguishers, fire sprinklers, any emergency equipment, emergency exits, lighting systems or security cameras.
- The use of candles is permitted if the flame is enclosed by glass one inch above the flame.
- No one may use adhesive-backed decals or stickers nor may they be distributed anywhere on the premises, with the exception of adhesive backed nametags for meetings, conventions, etc.
- Glitter and confetti may not be used in any part of the building.

### Catering & Catering Fee

Renters may choose, but are not required to, from our Approved Catering List below. For carrying in food or caterers not listed there is an additional kitchen rental fee. If the kitchen is no rented or listed caterers are not scheduled the kitchen will remain locked throughout rental dates. It is the renters' responsibility to contact and make arrangements with caterers.

Acreage Steakhouse	402-324-5088
Bubba's Anytime	402-759-4840
Chances 'R'	402-362-7755
Jill's Sweet Shop	402-759-3815
Kerry's Resturant	402-724-2120
Lori Heitmann	402-460-0187
Red's Country Catering	402-756-6636
Wheelhouse	402-356-7245

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## Damages

In addition to the rental fee, renter shall pay a security deposit of \$250. The renter is responsible for all damages to the Stastny Community Center property while using the facility. If equipment and facilities are damaged during the event, or SCC is required to clean up the premises after the event, SCC will notify the renter of the cost of repairing the damage/clean-up of the premises which will be taken out of the security deposit. The unused portion of the security deposit will be returned to the renter within 30 days of the event date. If the cost of repairing the damage/clean-up of the premises exceeds \$250.00, the renter will be required to pay the additional amount within 10 days of receipt of an invoice from SCC showing the balance due.

## Cleaning

The building will be provided to the renter as specified in the Rental Agreement. The floor will be clean upon move-in. It is the responsibility of the renter to return the building to its original condition, unless you choose to pay the mopping fee. If excessive cleaning is required after your event to return the building to its normal condition, renter may incur an additional fee for cleaning services.

In the west cleaning room you will find all the supplies needed to clean the building. The tables and chairs must be wiped off and picked up, stage and rugs vacuumed, ALL trash taken out and re-bagged, kitchen cleaned (cleaning lists posted), floors swept and mopped and keys returned by 5 pm on tear down day.

## Event Hours

Event day starts at 8:00 a.m. of the date listed on the contract. All events must conclude by midnight on the specified rental date. Any music, entertainment, bar service, etc. must conclude at this time. An additional two hours will be allowed for all renters and vendors to remove any and all items from the building, as well as completing any and all necessary cleanup. Building will be locked and secured no later than 2:00am.

## Event Related Equipment

Equipment and property owned by Stastny Community Center will remain in our facility at all times. A SCC staff member can show you how to use our lift if you are decorating the ceiling and have never operated one before. The use of ladders is strongly discouraged.

## Photography

Stastny Community Center retains the right to take photographs of events for its own records and for publicity purposes.

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## Public Safety

### Fire Arms

It is the Stastny Community Center policy that personal possession of firearms is prohibited within the facility with the exception of law enforcement officers with jurisdiction. Stastny Community Center Management must be notified thirty (30) days in advance when firearms or weapons are being displayed as part of a show or exhibition.

### Hazardous Materials Labeling

For the safety of the public and all employees, OSHA requires that all containers of hazardous materials be labeled with the identity of the hazardous materials contained therein and appropriate hazard warnings. Any exhibitor/renter displaying or using hazardous chemicals must submit Material Safety Data Sheets and manifests to Stastny Community Center management no less than 60 days prior to event move-in.

### Fog and Smoke Machines / Pyrotechnics

For public safety, fog/smoke usage or pyrotechnics are not allowed on Stastny Community Center property.

### Package Inspection

For safety and security reasons, cartons, packages, or other containers brought in or removed from the Stastny Community Center may be subject to inspection.

### Safety and Fire Code Requirements

The safety of all occupants of the Stastny Community Center is of primary concern. Any unsafe condition or activity should be immediately reported to the Stastny Community Center management and supervisory personnel of the responsible party for corrective measures. In case of an emergency, call 911.

### Sound Levels

Maintaining sound levels will ensure that other events are not disturbed nor interrupted. Stastny Community Center management reserves the right to require sound levels to be lower if needed.

### Smoking

As designated under the Nebraska Clean Indoor Air Act, the Stastny Community Center is a non-smoking facility. Smoking is allowed outside the facility in designated areas.

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- The Rental Agreement must be completed in advance and accompany signed General Operating Policies form before reservation will be secured.
- Neither the City of Hebron, nor their employees can be held responsible for any items left at the facility by either the renter or persons/companies providing the service and/or equipment for the rental party.
- The undersigned hereby assumes personal and individual liability of him/herself and on behalf of applicant for any damages to the facility or equipment occurring through or during the occupancy or use of the facility by the applicant. The undersigned will leave the facility in a condition as good, or better than, originally found. The undersigned personally and individually on behalf of the applicant accepts liability for all repairs to the facility and/or repair or replacement of any equipment in the event of damage.
- In the event that you and/or your guests are unable to adhere to the above stated guidelines, you will be charged additional rental fee and/or asked to vacate the premises by the facility staff and/or the City of Hebron or Police Department. By signing below, the applicant acknowledges that he/she is responsible for ensuring that all guests adhere to the above rules and will provide payment for the use of the facility by the assigned date.
- By signing below, applicant hereby acknowledges that he/she has received and reviewed a copy of the Stastny Center General Operating Policies and accepts the responsibility of ensuring that all guests adhere to said policies and procedures. Further, applicant acknowledges that failure to adhere to any of the above-mentioned policies will result in the immediate forfeiture of applicant's full deposit.
- I/We \_\_\_\_\_ agree to defend, indemnify and hold harmless the City of Hebron, its elected and appointed official, commission members, agents, employees, and volunteers (hereby collectively referred to as "City") from any claims, demands, suits, losses, costs or expenses including attorney fees, or any damages which may be asserted claimed or recovered against or from the City of Hebron by reason on any damaged property, personal injury or bodily injury, including death, sustained by any persons whomsoever and which damage, injury, or death arises out of or is in any way connected with the performances of this contract, excepting however, claims arising from the sole and unequivocal negligence of the City.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_