

Facility Rental Information & Rates for Residents & Non-Profit Groups

You **must be at least 21 yrs old and a resident** from Romeo, Washington or Bruce Township.

To reserve a date(s) in the computer, a request form and a deposit (1/2 of your full payment) is needed. The **remainder of your payment will be due before your event**. Deposit refunds will only be given if you cancel at least 2 weeks prior to the date of the event (minus a \$5.00 administrative fee). A descriptive drawing of the room's layout (if special set up is required) needs to be submitted into the office within 2 weeks of your event.

Tables must be covered or there will be a \$1.50/per table charge.

NO ALCOHOL is allowed on the Community Center grounds
NO SMOKING is allowed in the building.

Food brought in must be previously prepared. Our kitchens can only be used to heat up and refrigerate food. **Do NOT use the center's items. You must provide your own coffeemaker, kitchen utensils and supplies. Do NOT put ice in the refrigerators.**

Attaching signs or decorations to painted walls and divider walls is PROHIBITED. The rooms are rented "as is". Facility decorations are not allowed to be removed. **NO** candles allowed.

Rooms rented **must be left in the same condition** as they were when the party started, including the kitchen (this means taking down decorations, signs removed and kitchen cleaned etc.). RWB building maintenance will set up and take down the tables & chairs, take out the garbage, sweep and mop.

Please **use only the room(s) that you have reserved**, as not to interfere with other room set-ups or our maintenance schedule. Children are not allowed to roam in other rooms or be left unsupervised in the facility.

Please **adhere to the time you have the room(s) scheduled**, as not to interfere with other groups that may be scheduled to use the room or our maintenance schedule.

We **do not allow hours to be added on the day** of your event. You must include the set up & clean up time needed when you make your reservation. You will be charged for an additional hour if you do not have your event over by the time you stated on your request.

RWB Parks & Recreation reserves the right to refuse rental to any individual or groups that we have had previous conflicts or problems with.

———— Rental Rates ————

Keep in mind to include the amount of time you will need for set up and to exit when you make your reservation (i.e.: time needed to decorate before hand, clear out guests & take down decorations when event is over).

PARTY RENTALS (with food/dinner brought in)

WEEKENDS FRI (after 5:00 pm) exit time 10 PM	(Apprx. 70 people - 1 room)	\$35/hr
SAT exit time 11 PM, SUN exit time 7 PM	(Apprx. 120 people - 2 rooms)	\$40/hr
	(Apprx. 180 people - 3 rooms)	\$45/hr
WEEKDAYS (M-F exit time 10 PM)	(Apprx. 70 people - 1 room)	\$20/hr
	(Apprx. 120 people - 2 rooms)	\$25/hr
	(Apprx. 180 people - 3 rooms)	\$30/hr

MEETINGS/CONFERENCES (no food/dinner)

WEEKENDS FRI (after 5:00 pm) exit time 10 PM	1 room* - \$16/hr	2 rooms* - \$20/hr
SAT exit time 11 PM, SUN exit time 7 PM	(*depends on set up)	3 rooms* - \$24/hr
WEEKDAYS (M-F exit time 10 PM)	NO CHARGE	