

NOR Facility Rental Policies

Thank you for choosing NOR Facilities for your event. We want you to have the best possible experience at NOR and have developed the following rental policies to ensure all our guests have a safe and pleasant experience. (**Facilities: Greenacres, Fruitvale Norris, RiverLakes Ranch, Riverview, and Rasmussen.**)

1. The rental agreement must be completed, and all fees paid in full at time of the reservation is made.
2. **NO ALCOHOL PERMITTED ON THE PREMISES.** Violation of this rule will lead to the immediate termination of your rental. NOR will retain full renters' fees and deposit.
3. **NO SMOKING** inside the facility. (During rentals outside smoking must be 25 feet of any entrance/exit.)
4. **NO LOITERING** outside the building at any time during the rental.
5. The number of guests must be limited to the maximum number stated in your application.
6. The use of glass bottles or glass containers is strictly prohibited at NOR facilities.
7. Do not take tables or chairs outside of the building.
8. **Facility Decorating: Must adhere to the following rules when decorating a rental facility or NOR will retain deposit fees.**
 - a. **NO** glitter, rice, beads, confetti or any other substances that can mark the floors are allowed.
 - b. **NO** candles allowed. (Flameless, battery operated are okay.)
 - c. **NO** helium balloons allowed at **RiverLakes Ranch** and **Rasmussen Centers**.
 - d. Decorations already placed by NOR **may not** be removed.
 - e. **NO** fog machines allowed in the community centers.
 - f. **Rasmussen Center:** The piano, bingo machine and PA system are NOT included in the rental fee and cannot be removed from the stage. They may be hidden from view by covering them or placing a drop sheet over them.
9. **Catering Area Rental**
 - a. The catering area is NOT to be used for cooking. Ovens may be used for re-heating purposes only.
 - b. **Rasmussen Center:** Sinks, countertops, walk-in refrigerator, (1) two-tier cart, microwave oven are available for your use. IF walk-in refrigerator is found left open after warning all food will be removed from refrigerator and privilege will be revoked.
 - a. **FOOD OR BEVERAGES ARE ALLOWED ONLY IN THE MAIN HALL.**
 - c. All utensils, servicing dishes, coffee maker and coffee must be supplied by renter.
 - d. **Caterers** must supply their own equipment.
 - e. **NO** cutting on counter tops, please bring your own cutting boards.
 - f. **RiverLakes Ranch and Greenacres Centers:** FOOD OR BEVERAGES are allowed in the meeting rooms only. **** NO FOOD ALLOWED IN GYMNASIUMS.**
 - g. **Riverview Gymnasium and Fruitvale Norris Centers:** Food or Beverages are allowed for special events and party rentals.
10. **CHILDREN MUST BE SUPERVISED BY ADULTS AT ALL TIMES.** Children are not allowed in rooms other than the one(s) rented. This includes the Catering Area and outdoor areas.
11. **Rasmussen Center:** Music must **STOP 1 ½ HOUR PRIOR** to rental time being over.

12. Be sure to give yourself enough time to clean the facility before your scheduled time to leave, as stated in your rental agreement. Any additional time required to clean up the facility will be charged at an hourly rate as your rental and will be deducted from your security/cleaning deposit. If you are eligible for the deposit refund, and you pay by credit card you card will be refunded. If paid by cash or check, a check will be mailed to you. Debit to your credit card or refund by check. Refund will be issued within two to three weeks.

PLEASE NOTE:

- **You are responsible for setup and cleanup of your party.** Please plan your rental times accordingly. NOR provides rentals at reasonable prices and allows the use of tables and chairs free of charge. Staff is on hand to unlock and supervise the facility, and to assist should problems occur (exception: Fruitvale Norris). Please wipe all tables and chairs down. Brooms and dust pans are provided for sweeping the floor. Ask staff for mops if you have a wet or sticky mess to clean. At the end of your event ask staff to provide racks for the tables and chairs. Please restack all table and chairs on the appropriate racks. *Rasmussen* must be set up for lunch. Take trash out to dumpster.
- **If you are renting one meeting room only, please be aware that the others/or other rooms may be occupied at the same time as your party,**
- **Early Arrival:** You are not able to enter your reserved area until your scheduled time.
- **Scheduled Departure Time:** this is the latest time your group must leave the building. Extended hours are NOT authorized and may result in additional charge. Necessary cleanup must be completed before the time of scheduled departure.
- **Early Departure:** If you end your rental early, please notify NOR Staff. If the facility is vacated early without cleaning or notifying NOR staff, the renter may be held monetarily responsible for additional cleanup deemed necessary and for damage to or loss of District property. If you leave early, you will not be refunded.
- **User Presence:** The responsible person (signature below), or another designated person **MUST remain at the building** during a scheduled reservation to oversee proper use of the facility. A user may be held responsible for damages to or loss of District property.
- **Extra Charges:** Charges for extra cleanup may result if cleanup work is not done properly. Charges maybe reduced from your deposit refund check.
- **Damage/Loss of Property:** Users will be charged at actual cost or replacement in situations where District property is damaged or lost as a result of use.
- **Flagrant Misuse of Facilities:** Future use of District facilities maybe jeopardized as a result of flagrant disregard for rules and/or damages.

It is your responsibility to make sure your guests are aware of these policies. If rules are broken, you are subject to additional fees. An NOR staff member will be on duty through your rental. Please contact him/her should you have any questions or need any assistance.

**Park Rangers are on duty until 10pm. For assistance, please call 343-1405, 343-0702 or 343-1089.

I have read and agree to the abide by these policies: _____ Date: _____
User's Signature

ACKNOWLEDGED: _____ Date: _____
NOR Staff Signature