

## **RULES FOR FACILITY USE**

1. Alcohol, smoking and illegal substances are not permitted in any facility.
2. The Township requires proof of insurance coverage for \$1,000,000 per occurrence with a "Certificate of Insurance" naming the Township of Livingston as certificate holder.
3. Users are to occupy only the portion of the facility to which they have been assigned and may not move furniture or equipment from room to room.
4. Due to space limitations and custodial needs, starting and ending times of all activities **will be strictly enforced**. Groups may be asked to leave a space once their ending time has passed to accommodate facility needs. Additionally, all group members must vacate the facility by the established building closing times.
5. **Please remind everyone in your group to recycle in the bins provided.**
6. Groups may neither charge an admission for attendance to an event nor sell any product or service within the facility except with prior written approval from the Director of Senior, Youth and Leisure Services.
7. Games of chance may not be operated in any facility except with prior written approval from the Director.
8. Decorations are not to be nailed, stapled or taped to the walls, ceilings, molding, windows or doors. Cork strips are placed throughout the multipurpose area and bulletin boards are in the craft rooms for placement of instructional information during meetings.
9. The use of confetti in any form (paper, bird seed, rice, metallic cut-outs, etc.) is prohibited.
10. All aisles leading to exit doors must remain clear and unobstructed so that doors can be readily opened. Use of any smoke/fog producing machines is prohibited.
11. If refreshments are served, all supplies and equipment are to be furnished by user, including but not limited to ice, coffee maker, coffee, tea, creamer, sweeteners, spoons, napkins, plates, and other paper products.
12. All tables must be cleared and trash placed in provided receptacles.
13. Flyers or other promotional materials may not be posted in any facility without prior approval. Please take all materials to the Senior, Youth and Leisure Services Office on the upper level for approval and placement. Programs, literature, or any publicity of the user promoting its use of any facility shall not identify the Township as a sponsor.
14. User agrees to take full responsibility for his/her actions and the actions of his/her group members and agrees to abide by all Township of Livingston Rules, Regulations and Ordinances. User is responsible for any damages by user or group members.
15. The Township assumes no responsibility for damage to or loss of any property of the user or others brought into any facility prior to, during or after the assigned use.
16. No users may leave supplies or other items in any facility without prior approval.
17. The Township staff member on duty during a function will have full authority. Should the group resist or defy the staff's authority, he/she may immediately cancel the group's facility reservation and summon the Livingston Police Department to assist in vacating the area.