



3. All persons or groups renting the Marion Depot must pay for the use of the building at the time reservations are made. Payment may be made by cash, check or credit card. No refunds will be made by the City should the renter not use the building on the date scheduled, unless a cancellation is made at least sixty (60) days in advance of the scheduled event, in which case a refund will be made, except for an administrative service charge of \$25.00. In lieu of receiving a refund, a person or group canceling an event more than sixty (60) days in advance of the scheduled event may reschedule the building without additional cost at some other open date within the next twelve (12) months. A person or group canceling an event less than sixty (60) days in advance of the scheduled event may reschedule the building without additional cost at some other open date within the next twelve (12) months, but will not be eligible to receive a refund. Should the person or group fail to reschedule within the designated twelve (12) month period, the entire rental fee will be forfeited. Reservations must be made in person (no reservations by telephone, fax, e-mail or any other electronic means), no earlier than 9:00 A.M. local time and no earlier than the first day of the calendar month prior to the month one year in advance of the proposed use. (Example: if you wish to schedule the building in the month of October 2015, the earliest you can schedule the building is September 1, 2014). In the event two or more persons are at the counter at City Hall at 9:00 A.M., wishing to rent the building on the same day, the name of the one person representing each group shall have their name placed in a box and drawn to determine which person may rent the building on the desired day. In all other situations, reservations shall be accepted on a first come-first served basis. If the deposit is to be refunded, it will be issued by the City within ten (10) work days following the use of the building.
4. A person or group wishing to reserve the building for the day immediately preceding the event may do so at the time of making the initial reservation at the standard rate. The building may also be rented from 3:00 p.m. until 12:00 midnight on the day immediately preceding the event at a reduced rate, however, this reservation may not be made earlier than two (2) weeks prior to the scheduled event.
5. The Courtyard area of the Depot shall only be rented in conjunction with rental of the Depot. Persons renting the Depot have the authority to ask unauthorized Courtyard users to leave. Any damages to the Courtyard or surrounding landscaped areas will be the responsibility of the person renting the facility.
6. The person or group renting the Depot may not sublet the building or Courtyard to another person or group.
7. No decorations of any kind, i.e., plaques, pictures, or any other objects shall be fastened to the walls, ceilings, windows or lighting fixtures by use of nails, tacks, screws, tape, etc. Fixtures, furniture, displays or decorations provided by the user(s) must be removed from the building immediately following the use of the same, so the building will be ready for use for the next group. Failure to remove items shall be cause for revocation of part or all of the rental deposit.
8. Each person or group of persons using the kitchen in the facility shall thoroughly clean the kitchen and all fixtures before leaving the building and shall clean and remove all food from the refrigerator. In addition, the stove must be cleaned and the kitchen floor mopped

before leaving the building. At no time shall any of the kitchen appliances be unplugged or moved from their original location. All garbage and refuse shall be removed from the building and placed in the containers located outside. Do not place garbage in refuse in the dumpster belonging to the neighboring business.

9. Barbeque grills or any outside cooking device shall only be used on the paved area of the Depot. Any grease or cooking residue shall be cleaned from the area immediately following use. At no time shall any barbeque grill or outside cooking device be placed on the Courtyard area of the Depot.
10. No motor vehicle of any kind shall be allowed on the Courtyard of the Depot at anytime. All unloading or loading shall be done at curbside.
11. No person(s), organization, etc. may use the Depot for religious services.
12. No persons, firm or private organization will be allowed to use the building for the purpose of offering bingo games to the general public. Civic clubs, schools or non-profit organizations may use the building for fund-raising bingo games as approved by Council.
13. Each person using the building will be held responsible for any damages to the walls, floors, windows, appliances and fixtures, furniture and outside areas. Cost for damages will be deducted from the security deposit and in the event the costs exceed the security deposit, the person responsible for renting the facility shall also be held responsible for the additional costs. In order to insure payment for any damages incurred that exceed the security deposit, a guarantee by valid credit card will be required at the time the rental reservation is made, even if payment is made by a method other than credit card. This credit card will only be used if damages are incurred that exceed the security deposit. If damages occur and the card charged is deemed to be invalid and prompt payment is not made, the City will pursue legal action to collect such claims. If the person renting the facility has done so for at least three consecutive occasions without damages, the credit card requirement may be waived. In addition, the credit card requirement may be waived for churches, not-for-profit organizations and civic clubs using the facility on a regular basis.
14. Tables and chairs may be rearranged by persons using the building, but must be returned to their original positions after each use.
15. The flags located in the Depot may not be removed from the meeting room. The United States flag must be displayed on the left side of the stage.
16. Persons using the building shall not remove or relocate any photos or objects hanging on the walls or any Christmas or seasonal decorations in the Depot.
17. Once the area used, has been cleaned and set in order, the Marion Police Department must be notified, at 652-3231, to come inspect and lock the building. Reports prepared by the Marion Police Department and the cleaning agency will be used to determine if the security deposits shall be refunded.

18. The microphone for the sound system may be checked out and signed for through the Marion Police Department. When use of the microphone has been completed, it is to be returned to the Police Department immediately.
19. The officers of the Marion Police Department have authority to enter the building at any time for the purpose of insuring compliance with all rules and regulations.
20. **Use of Alcohol:** The City reserves the right, after taking into consideration the type of use to be made of the premises, the number of individuals attending, the time of use, the expectations of those living in the area and any other consideration deemed appropriate by the City, to require a \$40.00 per hour fee in order for the City to provide an off duty City of Marion Police Officer to act as a security officer and to be in attendance during the function or gathering and to monitor the function to prevent and deter any undesirable situation or occurrence from happening during the function or gathering.

The Renter is hereby given notice that Chapter 11, Section 17 of the City of Marion Code of Ordinances entitled Consumption of Alcoholic Beverages provides City regulations regarding the consumption of alcoholic beverages within the City; and the State law also controls the consumption and possession of alcoholic beverages of all types. By renting the facility, the renter agrees to be aware of and comply with all laws and regulations concerning the consumption of alcoholic beverages on the premises and agrees to be responsible for any such use during the time of the rental.

***Alcohol consumption is not allowed outside of the Depot building.***

21. No signs are permitted to be posted in front of or on the Depot property.
22. Animals are not permitted inside any part of the Depot, with the exception of service animals.
23. If the Marion Police Department is called to the Depot in reference to a disturbance or due to any violations of Federal, State or Local law, the event may be immediately suspended, all persons evicted from the building after applicable clean-up and the deposit revoked for the event.
24. No skateboards, in-line skates, roller skates or bicycles are allowed inside the Depot, in the Courtyard area on anywhere on the Depot property.

These new regulations shall be effective upon adoption.

**Adopted** this the 20<sup>th</sup> day of March, 2018.

**Policy Number: P-18-03-20-3**