



## **Carbondale Park District Lakeland Center Rules and Regulations**

**1. Rental Time:** Rental hours include setup and cleanup. Access is limited to contracted times. Events must conclude and facility vacated by the agreed end time.

**2. Supervision:** The renter must be present for the entire event and is responsible for all guests. Children must be supervised at all times. The District may end events that are unsafe or disruptive.

**3. Capacity:** Capacity limits must not be exceeded (includes adults and children).

- Oakdale Gym capacity: 150 persons
- Sycamore Room capacity: 20 persons.

**4. Decorations:** Only freestanding decorations permitted. No nails, tape, adhesives, glitter, confetti, rice, sand, or open flames. Helium balloons must be secured and removed.

**5. Food & Beverages:** Outside food and beverages are permitted. Alcohol is NOT permitted at the Lakeland Center.

**6. Security Deposit:** A \$100 security deposit is required. The deposit may be retained in full or in part for damages, excessive cleaning, or policy violations.

**7. Cleanup:** Remove decorations and remove all belongings.

**8. Damage:** The renter is financially responsible for any damage to the facility, equipment, or grounds. Repair or replacement costs will be assessed as needed.

**9. Prohibited Activities:** No smoking/vaping, illegal drugs, weapons, excessive noise, or access to non-rented areas.

**10. Equipment:** Only staff may adjust thermostats or facility equipment unless approved. Tables and chairs must remain inside the building.

**11. Liability:** The renter agrees to release and hold harmless the Carbondale Park District, its officers, employees, and agents from any claims or liabilities arising from use of the facility.