



## COMMUNITY SHELTER RESERVATION GUIDELINES

1. **Reservation:** When not being used as a shelter for severe weather, the Community Shelter requires a reservation. Reservations fees must be paid before the reservation can be held.  
(<https://forms.office.com/r/P20WYaY36W>)
2. **Arrival:** When you arrive at your reserved time, the building will be accessible.
3. **Decorating:** Only masking tape is allowed for decorating. No nails, push pins, damaging items, etc. may be used on the walls of the premises. Candles may be used but only in wax catching containers. No glitter or confetti is allowed inside the premises.
4. **Care:** The person who's name appears on the reservation request is responsible for the care of the facility and the execution of your program during the hours of your reservation.
5. **Cleaning:** Please ensure the facility is clean following your event. This includes floors, tables, chairs, trash cans and any caterers.
6. **Not Allowed:** Alcoholic beverages are not permitted on the premises. The Community Shelter is a smoke free facility.
7. **Area:** The reservation is restricted to the immediate area rented and does not include Riverside Pavilion, Riverside Playground, nor any other area.
8. **Cancellation:** of a reservation must be made no later than 1 week in advance to receive full rental refund. If the reservation is canceled after this time, only the \$50 deposit will be refunded.
9. **City Emergency:** In the event of a City emergency, the reservation will be deemed canceled. A City employee will make every effort to contact you regarding the cancellation as soon as possible. Upon cancellation of an event due to a City emergency, the entire reservation fee shall be refunded.
10. **Security Deposit:** The security deposit will be forfeited if the guidelines are not followed. Security Deposit fee refunds, if not forfeited, are mailed to the address provided, or credited back to the card used, at the time of reservation, on the 20th of the month following the event date.

# COMMUNITY SHELTER ITEMS

The following items are available for use in the Community Shelter-

FOLDING TABLES:        2 - 6ft rectangle tables  
                                     6 - 10ft rectangle tables

OTHER TABLES:         1 - 10ft, extra wide wooden "semi-permanent" table  
                                     (can only be moved from the large room to the foyer area).

FOLDING CHAIRS:        40 - white folding chairs

KITCHEN:                    Microwave, stove, oven, dishwasher, refrigerator, sink

