

## **Community Center Rules**

- A staff member will open and close the community center for all events and will be available by phone if the renter has any questions or difficulties
- Each Community Center rental has chairs and tables available – renters are responsible for the set-up and breakdown of chairs and tables for their event
- Rental time includes set-up and break down time, county staff will not be able to allow early entry or late close downs
- Please do not tape any decorations to the walls of our Community Centers
- Renters are responsible for bagging all trash and placing it in on-site outdoor trash cans and/or dumpsters.
- No candles or open flames
- No bounce house or other blow-up play houses are permitted on Leon County property
- No alcohol is permitted on Leon County property
- Pop-up tents are permitted on Leon County property, but no tents that require stakes. Driving any kind of stake or apparatus into the ground is against Leon County policy
- Reservations shall be made no more than 365 days in advance and no less than ten (10) calendar days prior to the date(s) of use.
- Group activities or special events that involve 50+ people attending or participating may require a permit from the Division of Parks & Recreation for use of any park or recreation facility or site. The applicant should submit such permit request no later than 30 days prior to the event.
- Events involving 100+ people or additional preparation by park personnel must be submitted 60 days prior to the proposed special event date.
- All applicants must be at least 18 years of age or older.
- The Parks and Recreation Division reserve the right to set aside certain dates for functions sponsored in part or by Leon County.
- Community centers are closed on all major holidays.