

# VOT Policies on Use of Rental Buildings & Grounds

**Please Read & Keep for Future Reference**

**Community Center is rented AS IS – Any additional items must be furnished by the renter.**

**Cancellation/Refunds** – There are NO refunds. Cancellations must be made 30 days in advance to receive credit for current calendar year.

**Inclement Weather** – If your event is outdoors you should have a contingency plan in case of inclement weather. There are no refunds for inclement weather.

**Decorations** – Staples, nails, tacks, and brads shall not be used on tables or anywhere on the rental facility. You may use tape, string, or fishing line. All decorations and directional signs must be removed upon departure.

**Tables/Chairs** – The Community Center is furnished with tables and chairs. The Village does not guarantee a specific number of tables/chairs. Additional tables and chairs are the responsibility of the renter. Setting up and taking down tables and chairs is the responsibility of the renter. All open-air pavilions are furnished with picnic tables. Village tables and chairs may NOT be removed from the facility. You may provide your own tables/chairs, but the district tables/chairs will remain in place.

**Clean Up** – Tables/chairs/picnic tables must be cleaned and returned to their original position. All decorations, signs, and other materials must be removed. Put recyclables in the proper containers and pick up litter; this includes outside decorations and trash on the ground. Groups who fail to do so will be charged an additional fee and may lose rental privileges in the future.

- There are no provisions for renters to store any items prior to or after any rental.
- The District assumes no responsibility for personal property brought into the rental facilities
- There will be a broom and dustpan or sweeper in all enclosed shelters. You will need to provide all other necessary cleaning products/materials.

**Exclusive Rights** – Renters have exclusive rights to the interior of an enclosed shelter and under the roof of an open-air shelter only. Playground equipment, ball diamonds, recreational fields, and outdoor restroom facilities are NOT reserved with the facility. These areas will remain open to the public.

**Swimming** – NO SWIMMING ALLOWED on any VOT properties or Herschel Lake

**Parking** – Always use paved parking lots when spaces are available. Otherwise, parking is permitted on the grass one (1) car length off the paved road. Handicapped parking areas are posted. Only vehicles marked with handicapped permits will be allowed in these spaces. Delivery trucks, trailers, large mounted cookers and other types of heavy equipment MAY NOT USE THE GRASS unless approved in advance.

**Alcohol** – Alcoholic beverages, beer and wine only, are allowed only at rental facilities or in designated picnic areas. ALL groups consuming alcoholic beverages MUST obtain prior approval and provide the District with proof of “Dram Shop Act” or “Host Liquor Liability” insurance in the amount of \$1 million. The Village must be named as an “additional insured party” on the policy. The SALE of alcohol is NOT allowed at the Community, Lake Herschel, Pall Park, or any other properties maintained by the Village.

**Conduct** – Disorderly conduct will not be tolerated. This includes using loud and abusive language, climbing on porches or roofs of buildings, breaking limbs of trees, damaging property or signs, and removing furniture or exhibit displays.

Violations – Any group or individual within the group which violates any of the above rules and regulations will be escorted from the facility, forfeit deposit, and may lose rental privileges in the future.

Damages – The person/group renting the facility is responsible for any damages to the facility or its contents. Any damage to park property will be assessed appropriate repair fees and billed and is the responsibility of the person/group and may result in the loss of rental privileges in the future.

Misrepresentation – Misrepresentation of a Wedding/Reception, Alcohol, Amusement Rides, Bands, or Tents at the time of the reservation process may result in additional fees. The person/group renting the facility will be assessed the appropriate fees and the balance due will be collected by Village Administrative Assistant or billed to the person renting the facility.

Weddings/Receptions/Rehearsals – Unless you have rented the facility for multiple days, your rental DOES NOT include extra set up time or rehearsal time. The building/shelter will be available by 8:00 am. Wedding/Receptions are subject to a higher rental fee due to the number of attendees.

Kitchen Areas – Rental facilities with kitchen areas are unstocked. You will need to supply ALL items necessary for your event.

**RESERVATIONS/RENTAL INFORMATION:**

**VILLAGE OF TILTON**  
**CC: CASSIDY WARRICK**  
**Administrative Assistant**

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