

# *Facility Rentals*

## Rules & Policies

### *Facility Access*

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- Rental includes designated spaces only; extra areas need prior approval.
- Event setup and teardown must be completed within the specified rental time frame.
- Early access or extended time may incur additional charges.

### *Capacity Limits*

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- Maximum occupancy must be followed for safety and SVCA compliance.
- Exceeding capacity limit may result in immediate cancellation of the event without refund.

### *Food & Beverage*

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- Outside catering requires approval; restrictions may apply.
- All food and drinks must be cleaned up by the end of the rental.
- No alcohol allowed, except for picnic shelter rentals with a damage deposit.

### *Parking & Transportation*

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- All vehicles must be parked in designated parking area.



## *Decorations & Equipment*

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- Decorations must be flame-retardant and damage-free.
- No nails or screws on walls or ceilings.
- Personal equipment (e.g., audio, lighting) requires prior approval.

## *Noise & Music*

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- Music and noise must follow local ordinances.
- Amplified sound needs prior approval and may require a permit.
- Noise curfews may apply based on location.

## *Prohibited Activities*

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- Smoking is prohibited inside the building.
- Illegal substances and activities are strictly forbidden.
- No pets are allowed inside SVCA facilities.

## *Liability & Insurance*

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- Renters may be required to carry liability insurance for events.
- The facility is not responsible for lost, stolen, or damaged property.
- Renters are liable for facility damage during the event. Deposits may be withheld if damage occurs.
- Renters must clean to SVCA standards. Failure to follow the checklist may forfeit the cleaning deposit.

## *Emergencies & Safety*

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- Fire exits and emergency routes must remain clear at all times.
- In an emergency, renters must follow the facility's safety procedures.

**Refer to the online facility handbook for additional rules.**

