



John Clark Park Community Center

Rules

General

- You must follow all Town of Esto rules regarding occupancy, use, and safety.
- Alcohol sales and consumption are prohibited in all Town parks, no exceptions.
- No drugs, fireworks, or firearms allowed.
- Motor vehicles are not permitted on park trails or grass.
- Users shall not deface or otherwise mark or damage the shelters, picnic tables, trash containers, trees, ball fields, or any other Town property.
- No animals of any kind are allowed in the premises (with the exception of Americans with Disabilities Act (ADA) service animals) without prior specific written permission.
- Smoking and vaping are prohibited inside the Community Center. Smoking is only permitted in designated outside smoking area under the covered awning behind the Community Center. Please place all cigarette butts in the provided receptacle.
- Noise from music and activities at the Community Center must not interfere with other events that may be taking place at John Clark Park or with residents living in the area.

Set-up

- Set-up of tables, chairs, bandstands, audio/visual equipment, etc. shall be the responsibility of the Renter.
- The Community Center has 11 tables and 100 chairs. These tables and chairs are stored in the closet at the front of the community center. The Renter is responsible for setting up and taking down tables and chairs.
- No covering may be tacked, stapled, nailed, or fastened in any manner which will damage the tables. The renter is responsible removing all tape or coverings from the tables.
- Equipment or decorations shall be used in such a manner as to prevent damage of any kind to the facility and its furnishings. Blue painters tape made for painted surfaces is allowed. No other form of attachment may be made to the walls, ceiling, windows, floors, air conditioning duct work, overhead lighting or any other surface.
⊗ NO DUCT TAPE, ⊗ NO SCOTCH TAPE, ⊗ NO NAILS, ⊗ NO STAPLES, ⊗ NO TACKS!
- No equipment (tables, chairs, kitchenware, etc.) shall be taken outside the Community Center, except with permission of a Town of Esto representative.
- The Renter cannot remove, adjust or change any light fixtures or light bulbs, or turn off any electrical circuit breakers. Violation of this rule will result in the renter reimbursing the Town of Esto any damage caused by such violation.
- Thermostats may only be adjusted by Town of Esto staff.
- All candles must be contained.

Food and Drink

- No alcoholic beverages are permitted on Town property.
- Cooking is prohibited in community centers. Foods and beverages are to be refrigerated or kept warm only. The kitchen area is for food serving only.
- The renter is responsible for providing dishes, cups, glasses, eating and serving utensils, dish soap, kitchen and table linens, as they are not provided by the Town.
- All excess food and beverages from an event must be removed from the kitchen following the event and all furnishings and fixtures shall be cleaned and wiped down after use.

Parking

- Parking is not permitted in grass areas or on concrete patio areas.
- Additional parking is available at the E.W. Carswell Park located across Commerce Street from the Community Center, or on the south side of the John Clark Park.

Clean-up

- The Town provides cleaning equipment and supplies: broom and dustpan, trash bags, and all-purpose cleaner.
- The Community Center is to be returned to the Town in the same clean and undamaged condition as given on the date of rental.
- Everything that is brought into the building by the Renter must be removed before vacating the building.
- The Renter will remove all decorations and adhesive materials from walls, ceiling, windows, floors, air conditioning duct work, overhead lighting or any other surface.
- Tape should be removed from tables if used. Tables and chairs must be folded and stored back in closet at the front of the Community Center.
- The Renter is responsible to leave the parking lot free of trash and debris from the event, such as rice, seed, or vehicle decorations from weddings.
- Renter is responsible for sweeping, removing and properly disposing of all trash, wiping down tables/chairs, cleaning the kitchen area.
- Trash: All trash must be bagged and removed from the Community Center.
- Kitchen: Empty refrigerator and wipe down all counters. Clean stove if used.
- Bathroom: Wipe down counters and fixtures, report any plumbing problems as soon as possible.
- Turn off A/C, heating, lights, and lock doors/windows before leaving.
- Upon inspection, there will be a \$50 clean up fee the Community Center is left dirty.