

# CITY OF OXFORD

## WEST CLARK STREET

### COMMUNITY CENTERS RULES AND REGULATIONS

The Oxford Community Center is available for rent by Oxford residents, non-profit organizations, government entities and commercial enterprises. Rental rates and rules and regulations are established by the Oxford City Council and are intended to make the facility affordable while recovering costs and returning a reasonable return on investment to the citizens of Oxford. City employees are not authorized to change the rates or waive any rule or regulation.

The Community Center is used for official meetings of the City of Oxford and such meetings receive priority. Otherwise the Community Center will be rented on a first come first served basis. Reservations may be made up to twelve months in advance. Reservations will not be confirmed until a completed application is received and approved. A deposit equal to one four hour rental and a cleanup deposit must accompany all applications. Requests for refunds must be in writing and will be prorated according to a published schedule. The City of Oxford reserves the right to cancel an approved meeting if the Community Center is needed for official city business. If an approved meeting is cancelled by the City of Oxford, the city will make a full refund of any deposits to the renter and issue a credit equal to the refund for future use in rental of the facility and will have no further legal obligation to the renter.

#### **ADVERTISEMENT OF MEETINGS**

Any commercial advertisement inviting the public to a meeting mentioning the City of Oxford Community Center and material disseminated at the meeting must contain the following statement: "The City of Oxford does not endorse the contents of programs or services offered by individuals or organizations renting the Oxford Community Center."

#### **DEFINITIONS OF QUALIFIED RENTERS**

**Oxford Residents:** A legal resident of the City of Oxford having a current utility account with the City of Oxford.

**Newton County Residents:** A legal resident of Newton County with identification reflecting a current residence in Newton County.

**Oxford and Newton County Non-profit Organization:** A not-for-profit organization with appropriate IRS exemption and with its principal mailing address in Newton County.

**Non-profit Organization From Outside Newton County:** A not-for-profit organization with appropriate IRS exemption and with a principal mailing address outside Newton County.

**Government Entity:** Any Federal, State, County or Municipal entity or division thereof.

**Commercial Enterprise:** Any licensed for-profit enterprise engaged in a legal activity considered appropriate for use of the Oxford Community Center.

#### **PROHIBITED ACTIVITIES**

Flea market or similar activity is prohibited.

Smoking inside or outside the building is prohibited.

Possession of alcohol anywhere on city property is prohibited.

Possession of firearms and related products, except by law enforcement, is prohibited.

Cooking of any foods inside or outside the building is prohibited.

No commercial products may be offered for sale on the premises.

Loud music or other noise that might disturb neighbors is prohibited.

Dancing – the floors are carpeted and not suitable for dancing.

Attaching items to walls is not allowed.

Do not attempt to adjust the thermostats.

Do not attempt to enter the stage area unless specifically authorized by your rental agreement.

Do not attempt to use city owned electronic equipment unless specifically authorized by your rental agreement.

## **REQUIRED ACTIVITIES**

### **DEDUCTIONS WILL BE MADE FROM DEPOSITS FOR FAILURE TO COMPLY**

Restore the area to the condition it was in when you arrived

Remove all items that you brought with you as items left become the property of the city and will be disposed of as appropriate

Put all trash in plastic bags and take the bags with you

Notify on duty Oxford representative when you are ready to leave

If Oxford representative not present, close and secure all exit doors

If a key was issued to you, return it to the designated location

### **DEPOSIT REFUND SCHEDULE EFFECTIVE JULY 1, 2010**

Amount to be refunded when written notice is received of:

Cancellation 30 or more days prior to the scheduled event - 100%

Cancellation 7 to 29 days prior to the scheduled event - 75%

Cancellation less than 7 days prior to the scheduled event – No Refund

Cleanup deposit will be refunded in full if the facility is not used.

**SCHEDULE OF RENTAL FEES IS A SEPARATE DOCUMENT.**

**APPLICATION IS A SEPARATE DOCUMENT.**