

**RENTAL POLICY**  
**CITY OF DILLON WELLNESS CENTER**  
**MULTIPURPOSE ROOM AND GYMNASIUM**

1. Use of the Multipurpose Room and/or Gymnasium will be by reservation on a first-come, first-serve basis.
2. A deposit of \$250.00 is required upon reservation.
3. Generally, reservations will be made for a time not earlier than 9:00am and not later than 10:00pm.
4. All meeting/events shall end before 10:00pm
5. No alcoholic beverages shall be taken into or used in the Multipurpose Room or in the adjacent kitchen or Gymnasium.
6. This is a tobacco free facility.
7. Space is available for: Birthdays, Showers, Anniversaries, Reunions, and Wedding Receptions.
8. Nothing can be taped, nailed or attached to the walls, ceilings or floor.
9. All groups or parties using the Multipurpose Room or Gymnasium must clean after event. Groups/Parties are responsible for cleaning floor, remove all trash and replace trash bags, and checking restrooms.
10. All groups or parties are responsible for setting up tables and chairs for their event and also breaking down and putting up tables and chairs when event has ended.
11. Renters must sign in and out with staff on duty and report all damages or equipment not working properly.
12. All food preparation must be done off site and users must provide own plates, utensils and cups.

13. All food and supplies must be removed from refrigerator, microwave and cabinets.
14. Rental fees are due one (1) week in advance or event will be cancelled.
15. Deposit will be **MAILED** within five (5) – ten (10) business days to the person responsible for event.
16. Limited number of tables and chairs are on site.
17. The meeting room will be closed on Sundays.
18. ALL rentals are required to pay an hourly rate that they will occupy the facility (including set up and clean up hours).
19. Renters must provide hours for event two (2) weeks in advance due to scheduling.

The Multipurpose Room is 2,300sq.ft. and can be divided into two (2) separate rooms of 1150sq.ft. with access to small kitchen area.

**NOT CAPABLE FOR COOKING.**

The Gymnasium is 12,500sq.ft.

**(NO ACCESS TO KITCHEN UNLESS RENTING MULTIPURPOSE ROOM)**

**The City of Dillon reserves the right to disband any meeting which is disorderly and to deny use of the room to any organization which displayed irresponsibility in its use of the facility on a prior occasion.**

**I, \_\_\_\_\_ have read and understand all rules concerning rental space at the City of Dillon Wellness Center.**