

Rules for Larry Carney Neighborhood Center

Persons Eligible for use:

Clubs, Organizations, businesses, churches, and schools are eligible for use of the Carney Center. Other functions (i.e. birthday parties, baby or wedding showers) may be allowed use depending upon approval by the City of Madisonville's designee. Dances and/or unsupervised events will not be permitted. The City of Madisonville may deny use of the Carney Center to any group that has previously violated the lease agreement.

The selling of anything (admission charges, drinks, food, etc...) is PROHIBITED to the general public. Non-profit organizations and Civic Organizations may sell for profit ONLY upon City Council approval.

Usage periods, requests, and limitations:

Weekends may start as early as 8:00 a.m. and must be clear by 10:00 p.m.

Weekday Evenings may start at 5:00 p.m. and must be clear by 10:00 p.m. due to Youth Programs.

Requests must be made at the Carney Center between the hours of 8:00 a.m. to 5:00 p.m. on weekdays.

The City of Madisonville requires a limit of usage per eligible user to one time per week.

Rental Fee:

As of July 1, 2011, a **\$50.00** rental fee will be paid by any Lessee wanting to host anything other than a business or organizational function (i.e. meetings, banquets). Personal use will result in the \$50.00 fee. Anyone wanting to rent the Carney Center for birthday parties, wedding showers, etc. will be required to pay the rental fee.

Periods not available:

Monday-Friday in both June and July from 8:00 a.m. to 5:00 p.m. due to Youth Programs use.

First and Third Saturday of each month between 12:00 p.m. and 6:00 p.m.

Damage Deposit:

A refundable damage deposit fee of **\$50.00** must be placed to insure that the Center is left in good condition. Clubs, organizations, businesses, churches, and schools are exempt from a damage deposit unless an event other than a meeting or dinner is held. User would be responsible for any and all damage regardless of cost during usage time. The **\$50.00** damage deposit will be returned after complete inspection of the Center, and the Center's key is returned. Given the scenario where the key is NOT returned at all, the City of Madisonville's Police Department will be notified and given the information of the Lessee for questioning. Damage deposits will be mailed to the address on the lease agreement by the City of Madisonville's designee. The City of Madisonville will reimburse the Lessee in a reasonable timeframe given that the Carney Center and the property pass the inspection and the key is returned.

Responsibility of the User:

A responsible adult, **at least 21 years of age**, representing an eligible user must make the request for usage. The person who makes the request shall be responsible for any violations of the usage policy or damages incurred. There shall be no running, fighting, dances, or physical sports inside the building. No equipment may be removed from the Carney Center at any time for any reason without prior approval.

No alcohol is allowed in the Larry Carney Neighborhood Center at any time.

Clean-Up:

User is responsible for general clean-up of all trash or anything deemed necessary. If extensive clean-up is required by the City, the **\$50.00** will not be returned. If the cost of clean-up exceeds the amount of the deposit, the user will be responsible for that excess amount.

Cancellations:

- A 75% refund will be made for cancellations which are made fourteen days or more prior to the rental date.
- A 50% refund will be made until three days before the rental date.
- No rental fee refunds will be made less than three days prior to the rental date.

Deposit for the Carney Center and property will be returned regardless of when the cancellation is made

NOTE: The City of Madisonville is not responsible for the loss or damage of personal property. Personal property can be left only with special permission from the City of Madisonville's designee.