



CIVIC CENTER RULES AND REGULATIONS

1. Rooms are rented as is.
2. Tables and chairs provided upon request.
3. No smoking on property.
4. No alcohol on property.
5. No smokeless tobacco on property.
6. No pets in the building. Pets outside must have an owner present with them at all times and must be cleaned up after.
7. No skateboards, skates, bikes, etc. in the facility. Must be stored properly outside.
8. No firearms on property unless authorized.
9. No defacing, trashing, or destruction of facility property.
10. Facility not to be used for profit unless authorized by Park's Director.
11. No silly string or glitter
12. No grills allowed
13. No Bounce houses
14. No bands or DJ's

PAYMENT POLICY

1. **Full payment is due at the time of reservation.** Payments may be made over the phone using credit/debit card. Payments in our office may be made by cash, personal check, or credit/debit card.
2. **Hours for rentals** are 8:00 a.m. to 10:00 p.m.
3. **Facility Closures - no reservations can be made on the following dates:**
New Year's Eve, New Year's Day, Good Friday, Easter, Thanksgiving, Christmas Eve, Christmas Day (If Christmas Eve and Christmas Day fall on a weekend, the days that are given by the city for those two days are included).

REFUND POLICY

A full refund will be given if the rental is cancelled 10 days prior to the rental date. No refunds will be given after that.

COVID-19 WARNING

We have taken enhanced health and safety measures for you, our guests and staff members. Please follow all posted instructions while visiting the City of Shelbyville Parks and Recreation Department. An inherent risk of exposure to COVID-19 exists in any public place where people gather. COVID-19 is a contagious virus that can lead to severe illness and death. According to the CDC, senior citizens and guests with underlying medical conditions are especially vulnerable. By visiting City of Shelbyville Parks and City of Shelbyville facilities, you voluntarily assume all risks related to exposure to COVID-19.