

**BELL CANYON COMMUNITY CENTER**  
**USE OF SOCIAL HALL AND COURTYARD**  
**RULES AND REGULATIONS**

1. The Community Center Social Hall is shown **by appointment only**.
2. An application and the appropriate deposit for rental of the Community Center Social Hall or Courtyard must be submitted to the Management Office. Reservations will be taken Monday through Friday, 9am – 2pm.
3. Receipt of your application does not constitute approval of the reservation.
4. Applicant must be at least 21 years of age, and a resident or property owner in Bell Canyon.
5. Applications will be accepted on a first come, first serve basis.
6. Security deposits will be required for all reservations and are payable at the time the application for rental is received. **Please note:** The security deposit is separate from the rental fee and will not be credited toward rental. The security deposit is fully refundable provided: the facility is returned in the same condition in which it was presented to the rentee, all hours occupied have been pre-paid, and parking restrictions have been adhered to. The facility is used for the purpose stated on the application. Any portion of the security deposit may be withheld for:
  - (a) Damages to the building, furnishings, or grounds;
  - (b) Missing equipment or furnishings;
  - (c) Facility left in unclean condition;
  - (d) Occupation beyond reserved and pre-paid hours;
  - (e) Cancellation of reservation later than 30 days after approval of rental.Deposits will be returned no later than 30 days after event if facilities are left in the same condition they were presented to rentee.
7. All fees are due and payable 2 days prior to the scheduled event.
8. Insurance Certificate must be on file with the Management Office 10 days prior to the scheduled event.
9. Any group or individual finding it necessary to cancel a reservation must do so 90 days prior to the reservation date to receive a full refund of the deposit. Cancellations received less than 90 days prior to the reservation date will receive 50% of the rental deposit. Any cancellation made less than 30 calendar days prior to the reservation date will forfeit the entire deposit.
10. Kitchen, bar appliances, available chairs and tables are included in the social hall rental fee. The dance floor, sound system and piano are available at an additional rental charge. If renting the courtyard, use of the hall kitchen, refrigerator or freezer is an additional \$100 rental fee.
11. If additional staff is required at the Bell Canyon Front Gate due to the volume of entries expected at the gate, an additional fee may be required.

***Also see General Rules***

## GENERAL RULES

1. Smoking is not permitted inside the facilities or Courtyard area.
2. The facility and courtyard must be cleaned, rental equipment removed and the premises must be vacated by 11 PM on the weekdays (Sunday thru Thursday) and 1 AM on the weekends (Friday and Saturday).
3. Valet parking and/or shuttle parking to 29 Baymare Road, the Bus Stop or Bell Creek Park, required for events expecting more than 57 vehicles is required. Parking on the street is not an option for private venues. **FAILURE TO ABIDE BY THIS REGULATION WILL MEAN FORFEITURE OF THE DEPOSIT.**
4. An alphabetized guest list must be provided to the Bell Canyon Management Office at least 48 hours prior to your event. If your event is on a Sunday your guest list must be received no later than 1 PM the Friday prior to the scheduled event.
5. Management staff may monitor the facility at all times.
6. Staff will set-up and take down all facility owned equipment. Applicant is responsible for all clean-up involved with the event after the venue.
7. Applicant will be solely responsible for:
  - A. Damage, loss, accidents or injuries to persons or property resulting from use of the facility or Courtyard
  - B. Supervision and control of persons in attendance
  - C. Damage to equipment, fixtures or any part of the facility or Courtyard
8. The applicant is required to submit a Certificate of Insurance in the amount of \$1 million dollars, naming the Bell Canyon Community Center, Inc. and the Bell Canyon Association as additional insured for the date of the event.
9. All outside music and entertainment must cease at 10pm 7 days a week. All indoor music and entertainment must cease by 10 PM Sunday thru Thursday, and by 12 midnight Friday & Saturday. . No outside amplified music is allowed. Music and entertainment outside the facility and courtyard are not permitted. The hall must be vacated no later than 1 AM Friday and Saturday, and no later than 11 PM Sunday through Thursday. The weekend time limits shall also apply to legal holidays (Friday, Saturday and the night before a legal holiday).
10. Management reserves the right to full access to all activities at any time in order to insure all rules and regulations, as well as County and State Laws are being observed.
11. Management reserves the right to suspend any individual or group from using the facilities in the event their behavior is abusive or destructive, or violates any rule or regulation, without refund.
12. Activities involving persons under 21 years of age must be supervised by adults following the ratio of one adult per 10 minors (minors are defined as being individuals under the age of 21 years). A list of chaperons must be submitted to the Management Office at time of fee payment.
13. Masking tape can only be used in the hall. **NO – cellophane tape, nails, tacks or staples are to be used for decorations.** Decorations must be fire proof or made of fire retardant materials. Ceiling decorations can only be hung from the ceiling hooks already in place and **cannot weigh more than 4 ounces.**
14. A decoration plan for your venue must be submitted in writing to the BCA office for management approval, and submitted **at least 14 days** prior to the scheduled event. A list of **all** equipment and decorations the applicant and/or vendor(s) plan on bringing/using. This list must be attached to the decoration plan submitted for approval.
15. Management reserves the right to approve activities taking place or being performed during the event. Open flames and fog/smoke machines are not permitted. Candles are permitted only if contained by non-leak candle holders.
16. All items brought by applicant or equipment furnished by a vendor must be removed at the conclusion of the event. The Community Center / Social Hall cannot store items for pick up at a later date and accepts and assumes no responsibility or liability for items brought by applicant or vendor.