



ARC Party Rental Rules & Guidelines



1. The person whose signature appears on the Rental Agreement **MUST** check in with the Front Desk before the doors will be opened. In addition, **they must be in attendance for the duration of the rental** or the security deposit will be forfeited, and future use of the facility will not be allowed.
2. Full payment is due one month before the event. If the booking occurs less than one month before your event payment must be made by cash or credit/debit card and full payment of deposit and party rental must be made at the time of contract signing.
3. Cancellation must occur one month before your event or you will forfeit your security deposit.
4. Tables and chairs will already be setup according to the plan you have chosen. For any hung decorations, use **Frogstape or Painter's Tape ONLY**. No other tape, staples, or tacks. No decorative candles, feather, confetti, silly string, smoke or fog machines allowed. Tape rolls are available at front desk for \$10.00.
5. Tables are as follows:
 - a. Gym Party – 8-foot-long rectangle tables
 - b. Kid's Birthday Party – 5 60' diameter round tables & 2 8-foot-long rectangle tables
 - c. Multipurpose Room Party – 60' diameter round tables
6. The Midlothian Park District staff is in charge of the facility and is there to assist you with any questions that may arise.
7. Gym amenities include warming oven, microwave, coffee pot, and refrigerator. Multipurpose room amenities include microwave and coffee pot. You must provide your own coffee supplies and utensils.
8. No alcohol is ever allowed. Your event will be shut down and deposit forfeited if any alcohol is brought in by you or any guest at your party.
9. This is a SMOKE FREE campus. There is no smoking allowed anywhere in or around the building. It must be done in your personal vehicle.
10. The DJ/Band may only be in the gym and is limited to one (1) surge protector per outlet.
11. No pinatas, bands or DJs are allowed in the multipurpose rooms.
12. Any food vendors, entertainment, etc. must provide a Certificate of Insurance naming the Midlothian Park District as additional insured.
13. All parties **MUST** end by 11:00 p.m. At that time all guests must leave the building and the grounds. Lights will be turned on and the cleanup crew will begin cleaning.
14. The renter and all of your personal possessions must be out of the building when our party ends, or money will be deducted from your security deposit.
15. Your refundable deposit will be returned to you the week following your party if **ALL** the rules are followed and there is **NO** damage to Park property.
16. Security Deposits will be forfeited if anything is broken or rules are not followed. You will be charged for any damage to property that is not covered by your security deposit.