



THE PARK

at Flat Rock

Rev. 2/9/23

Rudnick Community Room Use Rules & Application

The Perry N. Rudnick Community Room in the Welcome Center may be reserved for exclusive use for a maximum of five hours. The capacity of the room is 32 people. The availability calendar and reservation application can be found on the Village website (villageofflatrock.org), but the application and appropriate fees must be delivered in person to Flat Rock Village Hall.

Fees

- The rental fee is \$50.
- The security deposit is \$50. This will be refunded after the event if the property is left clean and undamaged.
- All fees and security deposit are due at the time of booking. Reservations are not confirmed until fees and deposit are paid. Fees paid with a credit card will be charged a convenience fee. Security deposits must be paid with either cash or check.
- In rare instances the Village Council may waive or reduce the usage fee for certain groups. These groups include: 1) Not-for-profit organizations (501(c)3 or similarly designated) that provide local community services, programs, or events free of charge or low cost to the public; 2) Organizations conducting activities of direct benefit to the local Flat Rock area.

Security Deposit Return Guidelines.

- You may not enter or be present in the room before or after your reserved times unless escorted by Village staff.
- Please include your set up and tear down time when reserving the facility. You will not be allowed to exceed the time booked on your reservation. (Maximum = 5 hours)
- Please remove any decorations from the room.
- Return tables and chairs to the closet or leave as they were set up when you arrived.
- If the room is used for a birthday party or function with food, be sure tables and chairs are wiped clean of any sticky residue and free of tape. (You may want to bring some paper towels and spray cleaner to do this.)
- Do not mark the tables and chairs with markers or crayons. Adhering any posters, banners or decorations to the walls is prohibited. Using tape on the walls can leave marks, requiring repainting.
- There is a vacuum in one of the closets. Please use it to remove any excess debris that may have fallen on the floor.
- Trash should be placed in the trash container. The park will leave extra bags for any overflow trash. Trash bags can be left in the room to be collected by park staff.

Park Rules

- By renting any part of the park for an event, you are responsible to follow the use rules that are attached to the rental contract. These rules apply to any attendees of your event.
- **Some key rules to remember:**
 - Sound systems and musical devices that produce a sound that carries more than 50 feet or is loud enough to disturb other patrons using any park facility are prohibited.
 - Parking along Highland Golf Drive is prohibited. This is a private street and not part of the park. Any unauthorized vehicles parked on Highland Golf Drive may be towed at the owner's expense.
 - Alcohol, tobacco, grills, fires and open flames (e.g., sterno for chafing dishes) are prohibited.
 - Any function that will be used for fundraising, commerce, or solicitation shall need a special permit from the Flat Rock Village Council.
 - Park facilities may not be reserved for private events on holidays observed by the Village. A list of the Village observed holidays may be found on the Village website.
- **Instructions for accessing the Rudnick Room will be given out when the reservation form is received by the Village Clerk.**

The Park at Flat Rock

Rudnick Community Room Use Application



Name: _____
First Last

Date: _____

Date & time requested: _____
(Include set-up & clean-up)

Address: _____
Street Address Apartment/Unit#

_____ *City State ZIP Code*

Phone: _____ Email: _____

Purpose of reservation: _____

Anything goods sold? _____

Number attending: Adults _____ Children _____ Total _____

I have read and agree to the park use rules.

Applicant signature: _____ Date: _____

Village approval: _____ Date: _____

Office use only:

| | |
|--|------------------|
| | Fee Paid |
| | Deposit Paid |
| | Deposit returned |