

# Brentwood Community Center

## Room Reservation Rules



### Room Usage Rules:

- No alcohol is allowed on the premises
- Music must be kept at moderate level. Music must not disturb other renters. If music is playing, the doors to the room must remain closed.
- Place all trash in receptacles. If your trashcan is full, alert the Welcome Desk staff
- Children must be supervised at all times
- Please raise/lower blinds very slowly

### Decoration Rules:

- No open flames, including candles and incense. (Sterno food warmers are allowed)
- No tacks or nails may be used on the walls
- You may ONLY use tape that will not damage the walls (example: painter's tape)
- You may hang decorations with painter's tape, but no higher than seven feet
- No glitter, confetti, bubbles or silly string
- No furniture or decorations allowed in the hallway. Everything must remain inside the room.

### After your event:

- Staff will come by 15 minutes before the end of your reservation
- When you are finished cleaning, please alert the Welcome Desk worker. They will do a final walkthrough of the room with you to ensure that decorations, trash, and food have been properly disposed of. This is also a time when staff can point out if anything still needs to be cleaned in order to get your full deposit amount refunded.
- If you leave without doing a walkthrough and/or signing the statement below, you are giving Brentwood Parks and Recreation staff 100% authority to evaluate the room, and whether it is clean/undamaged enough to warrant a full deposit refund.
- **As long as no damage or excessive clean-up is needed in the room,** you will receive your deposit amount back in the form of a check. This will arrive in the mail roughly 2-3 weeks after your event.