

CYO Bromley Neighborhood Civic Center
Rental Rules & Regulations

1. **Bookings must take place 14 days** in advance and be accompanied with a **\$100 security deposit.**
2. The rental is for the **community room only** and does not include the computer lab or the playground.
3. **All rentals** must end by **10:00pm**
4. **No Alcoholic beverages** or **Smoking** of any kind allowed on the property.
5. **No One** is to **move** or **go behind room divider** or **move equipment.**
6. **Renters** will **set-up** the **tables** and **chairs** and **decorate the room.**
7. **No taping or tacking** of **anything** to the **bare walls.**
8. **One bank** of **hall lights** must **remain on.** **Upper lobby lights** must **remain on.**
9. **No Cooking in the Oven.** You may use stove top and sinks in kitchen.
10. **No open flames allowed, including candles.** (Exception: Sterno burners and birthday cake candles).
11. **Renters** will **clean up the counters & sinks** in **kitchen at end of event.**
12. **Renters** will **break down** and **stack all tables and chairs** at **end of event.**
13. **Renters** will **sweep & mop main floor** and **kitchen floor** (as needed).
14. **Renters** will **tie up all trash bags** & place in **Blue Trash Barrels** (on wheels).
15. **Renters** will **remove all trash** and place in **dumpster in the parking lot.**

****IMPORTANT****

Failure to comply with any of the Rental Rules will result in all of the Security Deposit being kept.

If your party runs over the time of the Rental Agreement the Security Deposit will be forfeited. If either of these infractions occur, the CYO Bromley Center reserves the right to refuse to allow you/your group any further rentals.

Signature of Applicant

Signature of Authorized Center Personnel