

Cleaning Deposits (Must be cash or check)

Titan: \$150.00	Bomber: \$150.00
Midwest: \$300.00	Entire Bldg: \$600.00

DEPOSITS MUST BE PAID BEFORE ANYONE MAY ENTER THE ROOM.
IN ORDER TO RECEIVE A REFUND OF YOUR CLEANING DEPOSIT, THE FOLLOWING MUST BE DONE:

DO NOT DRAG TABLES/ CHAIRS, ETC ACROSS THE FLOOR!!!!
HANGING OR ATTACHING DECORATIONS TO THE WALL, CEILING, FLOORS, DOORS or
WINDOWS IS PROHIBITED.

1. WIPE OFF ALL TABLES AND CHAIRS IF NEEDED.
2. RETURN ALL TABLES AND CHAIRS TO DESIGNATED AREAS. *There is no charge for the use of the tables and chairs. However, should you decide not to put up the tables and chairs, there will be an additional charge of \$2.00 (two dollars) for each table and \$1.00 (one dollar) for each chair left up. This charge is in addition to the loss of your cleaning deposit.*
3. SWEEP AND MOP THE FLOOR. EQUIPMENT IS AVAILABLE FROM THE BUILDING ATTENDANT.
4. IF KITCHEN FACILITY IS USED, WIPE OFF COUNTERS AND CLEAN THE REFRIGERATOR AND STOVE.
5. IF USING "MIDWEST ROOM", EMPTY TRASH INTO POLYCARTS LOCATED OUTSIDE ON THE NORTHEAST CORNER OF THE BUILDING. IF ROOMS "BOMBER ROOM" OR "TITAN ROOM", EMPTY TRASH INTO POLYCARTS LOCATED ON THE SOUTHWEST CORNER OF THE BUILDING. (EXTRA TRASH BAGS CAN BE OBTAINED FROM THE BUILDING ATTENDANT.)
6. ROOM MUST BE VACATED BY DESIGNATED TIME OTHERWISE CLEANING DEPOSIT WILL BE FORFIETED.
7. CONTACT BUILDING ATTENDANT FOR APPROVAL

FAILURE TO COMPLY WILL DETERMINE FUTURE USE OF THE COMMUNITY CENTER

SIGNATURE

DATE

Nick Harroz Community Center Refund Policy

A seventy-five (75%) refund will be issued if you cancel at least ninety (90) days in advance of your original event date, a twenty-five (25%) refund will be issued if you cancel at least eighty-nine (89) to sixty-one (61) days prior to your original event date. No refunds will be issued if you cancel sixty (60) days or less prior to your original event date. REFUNDS ISSUED TAKE A MINIMUM OF 15 WORKING DAYS TO A MAXIMUM OF 30 WORKING DAYS TO BE PROCESSED.

Last date to receive a seventy-five percent (75%) refund _____

Last date to receive a twenty-five percent (25%) refund _____

I have read and understand the above refund policy.

SIGNATURE

Nick Harroz Community Center Policies and Procedure Cover Page

Staff has the right to enter any function being held at the Nick Harroz Community Center to ensure that the policies and procedures are being followed. Said staff has the authority to close any function found to be in violation of the policies and procedures of the Community Center. **These policies are not all inclusive. Should a situation arise during a function at the Community Center that is not covered in these policies and procedures, City staff has the authority to take any step deemed necessary to resolve the immediate situation.**

1. It is the lessee's responsibility to read, understand, and comply with the complete list of policies and procedures for the Nick Harroz Community Center. Please go over your contract carefully and read the attached policies and procedures. This will ensure that your function is what you anticipated and can help prevent any misunderstandings or problems the day of your event.
2. **YOU ARE RESPONSIBLE FOR CLEANING THE ROOM YOU CONTRACT. CLEAN-UP MUST BE COMPLETED IN THE DESIGNATED TIME OF RENTAL ON CONTRACT.** You must vacate the room by the specified time on your contract. This also includes DJ's, bands, caterers, etc.
3. The balance of the rental of your room must be paid sixty (60) days in advance. Any bookings not paid in that time will be canceled for non-payment and the room deposit *will not* be refunded.
4. To obtain a refund for an advance rental, a seventy-five (75%) refund will be issued if you cancel at least ninety (90) days in advance of your original event date, a twenty-five (25%) refund will be issued if you cancel between eighty-nine (89) to sixty-one (61) days prior to your original event date. No refunds will be issued if you cancel sixty (60) days or less prior to your original event date. **REFUNDS ISSUED TAKE A MINIMUM OF 15 WORKING DAYS TO A MAXIMUM OF 30 WORKING DAYS TO BE PROCESSED.**
5. The cleaning deposits are a separate amount from the price of the rental of the room. This deposit is due the night of the function and **must be paid before anyone may enter the room.** Please read the section on cleaning deposits for the requirements on the return of the cleaning deposits.
6. **HANGING OR ATTACHING DECORATIONS TO THE WALL, CEILING, FLOOR, DOOR, OR WINDOWS IS PROHIBITED.** The Community Center does not allow extra time for set-ups/decorating, etc. If you need extra time you must contract it. No glitter or foil confetti may be used in decorating the room. The Community Center is not responsible for lending tape, scissors, extension cords, can openers, knives, etc. to the groups. These supplies must be furnished by the group. All decorations (pillars, candelabras, televisions, etc.) must be removed from the building at the end of the function. **PLEASE DO NOT DRAG/DROP TABLES, CHAIRS, EQUIPMENT, ETC. ACROSS THE FLOORS!!!**
7. Food and drink are not allowed in the lobby area. Running, playing, and loitering will not be allowed in the lobby area. **Children must be supervised by adults at all times.**
8. The Nick Harroz Community Center has numerous bookings simultaneously. Excessive noise from bands, DJ's or participants will not be allowed.
9. Smoking in the Nick Harroz Community Center is prohibited.
10. If you have or allow alcohol at your event and have over 50 participants, you are required to have a Midwest City police officer at your function one per 50 participants. (Lessee is responsible for paying the officer). Youth events must also have six police officers. If either of these are present at your event, please read the section of the policies and procedures about the police requirements. If you do contract police officers for your event, the officers must remain until clean up is complete and everyone from the party has cleared the parking lot.
11. On the night of your event, should your function be closed down due to abuse of the following policies and procedures, **no monies would be refunded.**

**NICK HARROZ COMMUNITY CENTER
200 N. MIDWEST BLVD.
MIDWEST CITY, OK 73110
(405) 739-1294
FAX (405) 869-8603
TDD (405) 739-1296**

POLICIES AND PROCEDURES

These policies are not all inclusive. Should a situation arise during a function at the Community Center that is not covered in these policies and procedures, City staff has the authority to take any step deemed necessary to resolve the immediate situation.

OFFICE HOURS

The Community Center office hours are:

Monday, Wednesday	8:00 –5:00 pm
Tuesday, Thursday, Friday	8:00 - 6:00 pm
Saturday	5:00 - 8:00 pm

Office hours can be extended any day except Monday and Wednesday if the building is in use.

HOLIDAYS

The Community Center will be closed on New Years Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Eve and Christmas Day.

LIABILITY

The City of Midwest City, its employees, boards, and committees are not responsible for injuries to persons or damages or loss of property. This is entirely the responsibility of program participants. Every lessee shall further agree to pay for any and all damages to the community center and damages to or loss of any of the property and equipment of the community center resulting either directly or indirectly from such occupancy and use of the community center, by or through the negligence or other acts of the lessee or any person participating in or attending their function.

CONTRACT

Any event at the Community Center must have a contract with the City of Midwest City for the use of the facility. This contract is a legal and binding document. It is the responsibility of the lessee to notify the Community Center personnel in person of any changes made to this document. Failure to do so could lead to the cancellation of an event. Misrepresentation of the type of event being held will also lead to the cancellation of an event with the forfeiture of any fees paid.

RENTAL TO RESPONSIBLE PARTIES

Only persons ages 18 and older are eligible to contract for the use of Community Center facilities.

CITY AUTHORIZED TO CANCEL

The City may cancel the contract of any person or organization as to the use of any portion of the community center when such person or organization, in the opinion of the city manager or city council, is not acting for the best public interest.

EMERGENCY CENTER

The Nick Harroz Community Center is an evacuation center used in emergency situations (i.e. fire evacuations, tornado damage, etc). Should the Emergency Management Operations deem it necessary for the City to operate an evacuation center; this will have priority over any bookings in the center for the length of time necessary for the evacuation.

COMMUNITY CENTER STAFF

There is always a staff member from the City on duty during any function held at the Nick Harroz Community Center. Staff has full access to any room and any event held at the Community Center to ensure that the policies and procedures are being followed. Said staff also has the authority to close any function not in compliance with the policies and procedures of the Nick Harroz Community Center. **Should a situation arise during a function at the Community Center that is not covered in these policies and procedures, City staff has the authority to take any step deemed necessary to resolve the immediate situation.**

INAPPROPRIATE BEHAVIOR

The Nick Harroz Community Center is a family oriented facility. Inappropriate behavior by any lessee or their guests will **not be tolerated**. Inappropriate behavior includes but is not limited to verbal abuse of staff or other participants, vandalism of City property, inappropriate activities during a function, etc. Staff has the authority to remove any person or persons or close any function that demonstrates this type of inappropriate behavior.

48 HOUR HOLD

Any room/session if available may be placed on a forty-eight (48) hour hold. The hold may be placed either in person or by telephone. A contract and a 50% deposit for the room/session must be made with forty-eight (48) hours of the request for the hold. If a contract is not signed and deposit paid, the hold will be removed and the room/session will be made available for other rental.

RESERVATIONS FOR TWO OR MORE CONSECUTIVE DAYS

Reservations made prior to January 1 of each year, for entire building bookings for two (2) or more consecutive days, have priority over single session bookings by annual groups.

HOURLY RATE

An hourly rate is available only on Friday or Saturdays. The hourly rate would apply only for groups deciding on rentals for 1am or 2am. Hourly rental will need to be scheduled at the time the contract is made. Additional hours **CAN NOT** be added the evening of the function.

REFUND OF RENTAL

To obtain a refund for an advance rental, a seventy-five (75%) refund will be issued if you cancel at least ninety (90) days in advance of your original event date, a twenty-five (25%) refund will be issued if you cancel between eighty-nine (89) to sixty-one (61) days prior to your original event date. No refunds will be issued if you cancel sixty (60) days or less prior to your original event date. **The cancellation must be by the lessee and the lessee must sign a form in person in the Community Center office. A refund can also be obtained if the City cancels the event due to no fault of the lessee. REFUNDS ISSUED TAKE A MINIMUM OF 15 WORKING DAYS TO A MAXIMUM OF 30 WORKING DAYS TO BE PROCESSED.**

CLEANING DEPOSIT

DO NOT DRAG TABLES, CHAIRS, EQUIPMENT, ETC. ACROSS THE FLOOR. HANGING OR ATTACHING DECORATIONS TO THE WALL, CEILING, FLOOR, WINDOWS, OR DOORS IS PROHIBITED. All lessees must pay a cleaning deposit the day of the function. Cleaning deposits must be paid in full before anyone (disc jockeys, caterers, etc.), may access the room. The following deposits shall be required:

Midwest Room.....	\$300.00
Bomber or Titan Room.....	\$150.00
Entire Building.....	\$600.00

IN ORDER TO RECEIVE A REFUND OF YOUR CLEANING DEPOSIT, THE FOLLOWING MUST BE COMPLETED:

1. Wipe off all tables and chairs. (This is to be done even if you did not do your own setup.)
2. Return all tables and chairs to designated areas. ***There is no charge for the use of the tables and chairs. However, should you decide not to put up the tables and chairs, there will be an additional charge of \$2.00 (two dollars) for each table and \$1.00 (one dollar) for each chair left up. This charge is in addition to the loss of your cleaning deposit.***
3. Sweep and mop the floor. **THE ENTIRE FLOOR MUST BE MOPPED.** Equipment is available from the Community Center staff on duty.
4. If kitchen facility is used, wipe off counters, refrigerator and stove and mop floor.
5. Empty trash cans. If using the "Midwest Room", empty trash into poly carts located outside on the northeast corner of the building. If rooms "Bomber" or "Titan", empty trash into poly carts located on the southwest corner of the building. Extra trash bags can be obtained from staff.
6. Contact staff for approval.

FAILURE TO COMPLY WITH THE ABOVE CLEANING REQUIREMENTS WILL RESULT IN THE FORFEITURE OF THE LESSEE'S CLEANING DEPOSIT.

NOTE: Bi-monthly bookings will not be required to pay a clean-up deposit. This will be handled on a per case basis if needed. Whether a clean-up deposit is required will be indicated on the contract.

Lessee is responsible for cleaning the room and must be completed in the designated time of rental on contract.

A lessee must allow adequate time for clean-up and /or removal of set-up or other equipment associated with event (i.e. band, caterers, etc.) by the end of the session time. If lessee or anyone involved in lessee's event fails to vacate the room by the end of the session time, forfeiture of the cleaning deposit will be automatic. Also failure to comply with the above cleaning requirements will result in the forfeiture of the cleaning deposits.

EVENTS OPEN TO THE PUBLIC

Any event that is open to outside participation or attendance from people outside of the sponsoring organization must provide the city with a copy of liability insurance. Any event that is advertised (to include but not limited to: fliers, radio, newspapers, etc.) and/or admission is being charged to enter the function is considered by the Nick Harroz Community Center to be a function that is open to the public. Liability insurance (also known as event insurance) will be required for this function. Proof of liability insurance must be on file in the Community Center office before the function will be allowed to proceed. Please see following paragraph for specific amounts on the liability insurance.

ADMISSION/TICKET SALES ON CITY PROPERTY

Charging admission/ticket sales on City property by any group, profit or non-profit organizations, is prohibited without event insurance on file at the Nick Harroz Community Center office before the function will be allowed to proceed. Please see following paragraph on insurance requirements.

LIABILITY INSURANCE

Any event that is open to outside participation or attendance from people outside of the sponsoring organization must provide the city with a copy of liability insurance. Liability insurance required is \$25,000.00 for property loss per claimant arising out of a single act, accident or occurrence, \$1 million aggregate for any number of claims arising out of a single accident or occurrence and \$100,000.00 per claim per claimant for any other loss arising out of a single act, accident or occurrence. Exceptions to the requirement of liability insurance may be made by the Recreation Facility Manager.

AUDIO/VISUAL EQUIPMENT

The Community Center does have audio/visual equipment for an additional rental fee. The system will be run by City personnel only. The usage of the projector will need to be scheduled with City personnel in advance to ensure that the staff is available when lessee needs equipment. Please read the information sheet about the requirements for presentations on the audio/visual equipment.

ADEQUATE LIGHTING

Adequate lighting must be maintained in all the rooms for the safety of the participants. At least one row of lights must be on at all times. The only exception to this rule is if the Community Center Staff determines that the lighting of a Disc jockey, band, etc is determined to be enough for the safety of the participants.

SUPPLIES

The Community Center is not responsible for lending tape, scissors, extension cords, markers, etc. to the groups. These supplies must be furnished by the group. Cleaning supplies are furnished by the Community Center.

DECORATIONS

Decorating for events will be allowed upon approval by staff. **HANGING OR ATTACHING DECORATIONS TO THE WALL, CEILING, FLOOR, DOORS OR WINDOWS IS PROHIBITED.** **NO GLITTER OR FOIL CONFETTI** may be used. Bubbles/Birdseed may be used, but only outside the Community Center. All decorations (pillars, candelabras, televisions, etc.) must be removed from the building the same day as the function.

REHEARSALS

Rehearsals are only for weddings that are scheduled at the Community Center and must be prescheduled. Hours for the rehearsal are 6pm-8pm the week the function is scheduled and is not guaranteed. Request will be fulfilled dependent upon availability. No food, decorating or set-up is allowed during rehearsal time unless session has been rented.

LOBBY USAGE

The Nick Harroz Community Center has numerous functions being held simultaneously. The lobby must be kept clear for participants to be able to get to their designated rooms for their functions. Food and drink are not allowed in the lobby area. Running, playing, and loitering BY ADULTS OR CHILDREN will not be allowed in the lobby area. Children must be supervised by adults at all times

PARKING

Use of the parking lot is allowed by renting of rooms in the Community Center. Exclusive use of the parking lot is not guaranteed. No loitering is allowed. Alcoholic beverages of any kind are not allowed.

NUMBER OF PARTICIPANTS

The number of participants designated on the contract will be the maximum allowed to enter into the room or rooms as booked. The amount of tables and chairs provided for any function is based upon this number. Room capacities must be strictly adhered to for fire safety concerns. Over capacity for any room will be grounds for closing the event.

SMOKING

The Nick Harroz Community Center is a smoke free environment. Smoking is allowed outside but must be 25 feet away from any entrance in accordance to state law.

TABLES AND CHAIRS

There is no charge for the use of the tables and chairs; each group is responsible for setting them up and taking them down. However, should the lessee decide not to put up the tables and chairs, there will be an additional charge of \$2.00 (two dollars) for each table and \$1.00 (one dollar) for each chair left up. This charge is in addition to the loss of your cleaning deposit. Any lessee requesting a set-up will be done upon availability of Community Center staff to fulfill the request and is not guaranteed.

EXOTIC ENTERTAINERS

The Community Center is a family oriented facility. Exotic entertainment of any kind is not allowed.

EXCESSIVE NOISE

The Nick Harroz Community Center has numerous bookings simultaneously. Excessive noise from bands, disc jockey's, participants, etc. will not be allowed. After two warnings from staff, the Nick Harroz Community Center reserves the right to close down any function that refuses to alleviate the excessive noise in conjunction with their event.

EVENT PLANNERS

It is the responsibility of the lessee to provide any person assisting with the planning of their event a copy of the Nick Harroz Community Center's policies and procedures. The Nick Harroz Community Center will provide an extra copy to the lessee if requested. The Nick Harroz Community Center will provide an extra copy to the lessee if requested, or may be obtained by going to our website at www.midwestcityok.org.

MARQUEE USAGE

The Community Center marquee can be used by the lessee free of charge. Marquee availability is not guaranteed. A marquee form is to be filled out in the way it is to appear on the marquee and turned into the office two weeks before the scheduled function. Outside organizations that sponsor programs for the Park and Recreation Department may utilize the marquees on a request basis if available.

PRIVATE FUNCTIONS OR EVENTS

Private functions will be defined as the participants being invited guests or members only.

SEVERE WEATHER

During severe weather, the staff will periodically contact Emergency Operation Center at ext. 387 for current weather conditions. If a severe weather warning has been issued, each group will be notified that they may have to evacuate to other rooms if the weather condition changes to a severe weather alert. If directed by E.O.C., everyone will be encouraged to remain in the Community Center until the severe weather alert has been canceled. All people will be taken to the Midwest and Bomber rooms during severe weather and positioned as far away from windows as possible.

BOMB THREAT OR FIRE EVACUATION PROCEDURES

When the alarm is sounded, the building should be evacuated in an orderly manner as quickly as possible, and no one should stop to collect personal items. All people should go to the west side of the Municipal Complex and wait for clearance from the proper personnel before re-entering the building. Evacuation plans are posted in plain sight throughout the building.

ALCOHOLIC BEVERAGES

Police protection will be required for events serving alcohol with 50 or more participants. This count does include children. Alcoholic beverages may be served at an event but must be indicated on the contract. Caterer's having a license to sell alcoholic beverages may sell them during the function at which they are hired. Verification of the license must be provided. Otherwise, the selling of alcoholic beverages is prohibited. **ALCOHOLIC BEVERAGES ARE PROHIBITED AT ANY YOUTH FUNCTION.** Any group serving alcohol that exceeds 49, (this count does include children), and does not have police protection will be shut down and no refunds will be made. Beer and wine coolers are considered alcoholic beverages.

POLICE PROTECTION

When police protection is required, the following guidelines must be met:

Officers required for any function at the Nick Harroz Community Center must be Midwest City Police Officers.

Open or closed adult events serving alcohol:

50-99 participants	one (1) officer
100-149 participants	two (2) officers
150-199 participants	three (3) officers
200-249 participants	four (4) officers
250-300 participants	five (5) officers
300-440 participants	six (6) officers

This will apply on a per room basis for all events.

FOR YOUTH ACTIVITIES

A minimum of six (6) officers are required regardless of the number of participants. **ALCOHOL WILL NOT BE ALLOWED AT ANY YOUTH EVENT.** For a variance of security, see paragraph below.

POLICE QUALIFICATIONS

The Nick Harroz Community Center requires that all police protection must be made up of Midwest City police officers. All police protection that is engaged for an event must be verified by the Community Center staff at least thirty (30) days prior to the event.

All police protection that is engaged for an event must be in uniform and follow the guidelines set by the Parks and Recreation Supervisor and will be under the supervision of the facility supervisor for the duration of the event.

Police protection must be present at the beginning of the event for youth events, and before any alcohol may be served for adult functions. Police protection must remain until the building, room and parking lot are cleared in connection with the lessee's event. Police protection must be paid at the start of the event for the total time. Police protection can be arranged through the Midwest City Police Department by contacting Midwest City police Lt. Warner at 570-7760.

PROCEDURE FOR VARIANCE OF SECURITY

A written request for a waiver or variation of the requirement for police protection stating the justification must be submitted thirty (30) days prior to the event to the Parks and Recreation Supervisor. Requests shall be reviewed on a case by case basis at the discretion of the Parks and Recreation Supervisor.

EVENT POLICIES

No signs, emblems, or colors indicating membership in any group, with the following exceptions as listed, will be allowed at any functions located in the Community Center. If such occurs, it may be grounds to discontinue the event. No refunds will be given under these circumstances.

Exceptions to the above policy are as follows:

Nonprofit association means a group organized for purposes other than generating profit, such as charitable, scientific or literary organizations.

Nonprofit Corporation means a corporation, no part of the income of which is distributable to its members,

directors or officers. Corporations may be organized under the Model Nonprofit Corporation Act for any lawful purposes or purposes, including, without being limited to, any one or more of the following purposes: Charitable; benevolent; eleemosynary; educational; civic; patriotic; political; religious; social; fraternal; literary; cultural; athletic; scientific; agricultural; horticultural; animal husbandry; and professional, commercial, industrial or trade association.

Organization includes a corporation, government or governmental subdivision or agency, business trust, estate trust, partnership or association, two (2) or more persons having a joint or common interest, or any other legal or commercial entity.

Any exceptions to these groups may be requested by submitting a written request for a waiver of this rule thirty (30) days prior to the event to the Parks and Recreation Supervisor.

**NICK HARROZ COMMUNITY CENTER
POLICE PROTECTION
Guidelines**

All police protection is under the supervision of the community Center staff and must follow the following guidelines:

1. **Officers required for any function at the Nick Harroz Community Center must be Midwest City Police Officers.**
All police protection must be verified by Community Center staff 30 days prior to the event.
2. Police protection is to check in with the staff upon their arrival and again before they depart.
3. Police protection must enforce all Midwest City codes and ordinances, and all rules, regulations and policies of the Community Center.
4. Participants must stay in their assigned room. No loitering in the lobby area or in the parking lot is allowed.
5. No food or drink served at the event is allowed in the lobby area.
6. Restrooms must be checked frequently for any problems.
7. Police protection is not responsible for guarding the exit doors of the room booked to make certain participants do not enter or exit.
8. Police protection is not responsible for checking invitations. This is the responsibility of the lessee.
9. Police protection must be present at the beginning of the event and stay until the building, room and parking lot is cleared in connection with the event.
10. For youth events, a minimum of two officers must be circulation in the room and a minimum of two officers must be located in the lobby. Also a minimum of two police officers must be in the parking lot. For all other events the parking lot must be monitored frequently.
11. No signs, emblems, or color indicating membership in any group, with the exception as indicated in the policy manual, will be allowed at any functions located in the Community Center. If such occurs, it may be grounds to discontinue the event. No refunds will be given under these circumstances.
12. For all events, adequate lighting in the room will be required. This is at the discretion of the Community Center staff on duty.
13. Police officers are to notify the Community Center staff on duty of any problems that arise.

Guidelines for using Audio/Visual equipment:

FOR VISUAL EQUIPMENT:

1. Any photos, movies, etc to be shown on the projector screen **MUST BE** in a presentation program such as power point. Placing photos into a folder will not work as a presentation.
2. All sounds and music must be embedded into presentation.
3. If you wish the slide show to run continuously, you need to have the program loop until the escape button is hit to stop. (This can be done in power point under the slide show set-up tab).
4. The presentation must be saved to a DVD Disc (NOT a CD disc).
5. The group is responsible for ensuring their program is compatible with the above guidelines. Refunds will not be given for improper format of presentations.
6. Computer hook-ups for presentations. The lessee must provide the computer, (i.e. laptop) for the presentation. The computer must have the port needed to connect to the video equipment. The lessee is responsible for adjusting the settings on the computer to retrieve the signal needed to run the presentation. Staff will not be responsible for running a presentation from a computer hook-up. If this is not possible, please save the presentation on the DVD as suggested above. **Refunds will not be given for computer incompatibility.**

FOR AUDIO EQUIPMENT:

If you wish to play numerous songs from different CD's you have two options:

1. You can download your songs on an IPOD. This way your songs will play in the order that you wish.
2. You may play them from your laptop.

Staff will not be responsible for changing songs on multiple CD's. If you wish to bring CD's and wish to play different songs without storing in the above mentioned format, you might want to bring a stereo system instead of renting the audio system. That way you can change the music as you wish.

Please consider the above conditions before renting the audio/visual equipment. Refunds will not be given for incorrect presentation formats. It is the responsibility of the group to follow the above guidelines to ensure the proper display of your presentations and music.

Nick Harroz Community Center Electronic Marquee Message Request

The sign has three lines of text with approximately 11 characters/spaces per line.

1		
Message	Line 1	_ _ _ _ _
	Line 2	_ _ _ _ _
	Line 3	_ _ _ _ _
2		
Message	Line 1	_ _ _ _ _
	Line 2	_ _ _ _ _
	Line 3	_ _ _ _ _

Requester Name: _____

Date of Event _____

Home #: _____ **Work #:** _____

Cell #: _____

**MUST BE COMPLETED AND RETURNED 10 DAYS BEFORE THE
EVENT**
ENTRIES ARE ON A FIRST COME FIRST SERVED BASIS.
MARQUEE USAGE IS NOT GUARANTEED.

Instructions

- 1 Request must be from a group that has an event booked at the Community Center or a City sponsored group/function.
- 2 Fill out message Start and End dates
- 3 Create message on 3 lines or less with **no more** than 11 characters per line
- 4 Create up to 2 separate messages or one topic covering 2 message screens (One large line of text can be used in place of 3 lines of smaller text)
- 5 Requesting party needs to provide a phone number, ext, or email
- 6 Form can be submitted via Fax 869-8603 or dropped off at the Community Center Office

Messages will appear in a rotating order typically spaced with time and temp or at times one message after another.