

Firemen's Building Rules & Regulations

• Things to know before you rent:

- Alcohol and illegal drug use on any Parks property or in any Parks facility is strictly prohibited, no exceptions. Upon entering into the rental agreement, you understand that if alcohol or illegal drug use is found to be occurring, you will be evicted from the facility with no opportunity for a refund. The rental agreement will be terminated, and the entirety of the damage deposit will be forfeited.
- Smoking or vaping inside the Firemen's Building is not allowed.
- Rentals are for the day of only. The Firemen's Building rentals are from 7:00 AM until 10:00 PM. The building and parking lot need to be cleared by 10:00 PM at the latest.
- The building may not be entered or used prior to the day of the rental. This includes setting up, decorating, placing food in the fridge, etc.
 - There is outside video surveillance and those who are seen violating this rule risk having their items removed from the building and/or being charged for a second rental day.
- There are tables and chairs to seat up to 100 guests at the Firemen's Building.
 - The 15 tables available are rectangle and measure 96" x 30".
- The Firemen's Building has a full kitchen including stove/oven, microwave, refrigerator, and sink.

• Rental information:

- The rental fee plus applicable taxes are due at the time of reservation. No holds can be placed. Tax exempt information must be provided to the Parks Main Office prior to or at the time of reservation.
- Damage deposits are due at the time of key pick-up and must be \$250.00 in cash only. The damage deposit is in addition to the rental fee and, pending no damages, will be returned to the renter when the key is returned.
- Keys may be picked up at the Parks Main Office – 123 E. Fort Wayne St., Warsaw – no sooner than 2 business days prior to the rental date. The office is open from 7:30 AM to 4:00 PM on Monday through Friday, closing daily for lunch from 1:00 - 1:30 PM. Keys must be returned within 2 business days after the end of the rental.
- Any tables and chairs that have been used are to be left out and up when your rental ends. The Parks Department cleans them and puts them away to ready the building for the next rental.
- All cars are to park in the provided parking lot at the Firemen's Building. Do not park along the street or in the grass.

• Refund policy:

- To receive a refund, the lessee must cancel the reservation no later than 30 calendar days prior to the rental date either in person or over the phone. A cancellation fee of \$50.00 will be assessed by the Parks Department and removed from the total refund. If the cancellation is received less than 30 days prior to the rental date, no refund will be issued.
- Refunds take approximately 4-6 weeks to process after the cancellation has been confirmed. Refunds will consist of a City issued check, issued to the lessee's name, and mailed to the address provided on the account.
 - Under no circumstances will a cash or credit refund ever be issued. Refunds are check only.
 - Service fees for use of a credit card will not be included in the refund.

- **During your rental:**

1. No outside tables and/or chairs are allowed inside the building, no exceptions. Anyone found to be using outside tables and/or chairs in the facility during their rental will forfeit the entirety of their damage deposit.
2. All tables must be covered.
3. An adult must be present and in attendance during all gatherings.
4. Setting up building access for any catering is the responsibility of the lessee and may not fall outside of the paid rental hours.
5. Items must be carried in and out on the day of the event. Access to the building the day prior to set-up is strictly prohibited unless the additional full rental fee is paid.
 - a. All doors must remain closed during occupancy of the building. Do not prop them open even for load in/load out.
6. Outside shelters like easy-up canopies or other tents cannot be staked into the ground; only use weights to hold down the legs. No inflatables (bounce houses, games, etc) are allowed at any time for a rental.
7. When decorating for the gathering:
 - a. All candles must be enclosed in glass bowls, votive cups, or similar protection.
 - b. No decorations are to be hung on the wall or from the ceiling. Absolutely no exceptions.
 - c. Any balloon arches or floor decorations must be able to stand on their own.
 - d. No pinatas, glitter, or confetti of any kind, anywhere in the facility.
8. No standing or sitting on tables.
9. Any excessive mess, marks on the floor or wall, or damage to the floor or wall will result in the forfeiture of the damage deposit as this constitutes as clean up and repair beyond normal scope to return the facility to readiness for the next rental.
10. All trash must be placed in trash containers. Do not pull bags out of trash cans and pile them on the floor, especially if food or drink has been thrown away in them.
11. Upon leaving the facility, double check that the refrigerator has been emptied, all the lights have been turned off, and the doors are locked.
 - a. Anything you bring with you that you want to keep needs to be taken with you. Items left behind will be removed and discarded directly following the rental's end at 10:00 PM when the crew arrives to clean the facility.

- **If you run into issues during your rental:**

- The Parks Main Office is staffed Monday through Friday from 7:30AM to 4:00PM, with a brief closure from 1:00 to 1:30PM for lunch. You can reach the Administrative Assistant by dialing (574) 372-9554 x 604 during business hours.
- After 4:00PM or on weekends, non-emergency dispatch can be reached by dialing (574) 372-9511 and they can page the Parks personnel on call if there is a problem.

Abuse of these rules will result in forfeiture of some, or all, of the damage deposit. The Parks Department reserves the right to refuse return of said deposit for any damage(s) not specifically named above. By entering into a rental agreement, the lessee acknowledges, understands, and accepts the stated rules and regulations.