

City of Plymouth

Recreation Department



City Commission Approval 6-2-14,

City Commission updated and approved 3-4-24

Cultural Center Room Use and Rental Policies

1. The City of Plymouth Cultural Center, and each of its rooms, including, but not limited to those which are rented to the public, apart from the restrooms, are/may be under video surveillance at all times and any persons or activities which take place therein may be viewed by City employees and third parties any time
2. Payment is due in full at the time of the application plus security deposit for the facility as a reservation fee subject to the building's cancellation policy stated below. All rentals must end by 11:00pm.
3. **BUILDING CANCELLATION POLICY:** An 8% cancellation fee will be charged if the permittee cancels within five business days of paying for contracted event and signing agreement. A cancellation fee of 25% will be charged for cancellation of a room up to six months prior to the rental date. A cancellation fee of 50% will be charged for cancellations within six months of the rental date. All cancellation fees are based on the full rental cost of the facility. **City Administration or Facility Staff reserves the right to cancel any agreement or single day rentals due to mechanical/utilities failure, or for any City/Civic emergency response events. Full refunds will be issued to the renter should this occur.**
4. The security deposit will be returned provided no charges are incurred. This will be at the discretion of the Facility Manager. Fees will be deducted from the security deposit for carpet cleaning or repair and replacement, kitchen cleaning, wall repair, fixture repair and replacements, and or equipment / furniture repair or replacement.
5. Security deposits will be refunded by check or credit card only. Check requests will take a minimum of 7 to 10 working days to process. Security deposits paid using a credit card will be refunded within three business days using the same credit card. Security deposits paid by credit card will not be refunded by check.
6. Permittee agrees not to assign or in any manner transfer this agreement without the prior written consent of management.
7. Event admission fees or charitable collections are only allowed with advanced approval of the Recreation Dept. Staff.

8. The City of Plymouth Cultural Center has a Class C liquor license, and all liquor and bar staff must be purchased through the Cultural Center. NO ALCOHOLIC BEVERAGES MAY BE BROUGHT INTO OR TAKEN OUT OF THE CULTURAL CENTER. CONSUMPTION OF ALCOHOLIC BEVERAGES IS LIMITED TO DESIGNATED AREAS OF THE BUILDING. Orders must be placed three weeks prior to the event.

9. THE CULTURAL CENTER IS A NON-SMOKING BUILDING. NO SMOKING IS ALLOWED IN ANY PART OF THE BUILDING. NO SMOKING IN THE ALLEYWAY LOCATED OFF FARMER STREET.

10. Permittee agrees to abide by all Recreation Department policies as well as, City, State, and Federal Ordinances and Laws and will see that users via this permit do likewise.

11. Keeping building exits clear and outdoor fire lanes open is the responsibility of the renter. The alleyway off Farmer Street is for loading and unloading only, parking is not permitted. Vehicles parked in the alleyway will be towed at the owner's expense.

12. Candles are permitted providing they are enclosed in hurricane candle holders. Base room rental fees do not include linens, decorations, mats, or religious items for events.

13. Nails, screws, staples, tape, etc., in/on walls and woodwork are prohibited and shall be subject to loss of security deposit.

14. No Silly String, Glitter, Confetti or "Party Poppers" that distribute confetti and/or sparkles are allowed on the Plymouth Cultural Center property. Use of any of these items will automatically forfeit the Renters Security Deposit Fee."

15. Use of unrequested materials or equipment located in adjacent rooms requires permission from the management. Use of additional equipment, i.e., extension cords, sound equipment, food dispensers, etc., is prohibited without advanced arrangements made with facility management.

16. Department staff assigned as building supervision have the authority to act in the best interest of the group using the facility, as well as the City of Plymouth Recreation Department.

17. The room(s) must be vacated at the time specified in the contract. There will be an additional charge subtracted from the security deposit for each additional hour of use. Details of the fee structure will be listed in the room rental contract based on venue. All tables must be cleared, and all decorations must be removed by the end of the time listed in the contract.

18. ANY EVENT THAT MISREPRESENTS ITS INTENT, PURPOSE OR THE AGE DEMOGRAPHIC THAT IS ATTENDING, SHALL HAVE THEIR EVENT CANCELLED, SHALL VOID THIS CONTRACT AND ALL FEES SHALL BE FORFEITED.

19. No "by ticket" concert or dance events shall be allowed unless approved by the City of Plymouth Recreation Department. Failure to do so will cancel the event, void this contract and all fees forfeited.

20. Events advertised by web pages, social media or by flyers posted on High School or College property shall be prohibited unless approved by the City Recreation Department at the time of signing this contract. Violation of this policy shall automatically cancel the event, void this contract and renter will forfeit all paid fees.

21. All Youth events (under 23 years old) are required to have a 10 to 1 ratio of adult chaperones and the adult coordinator is to meet with the Recreation Department Administration prior to signing this contract. Failure to do so shall automatically cancel the event, void this contract and renter will forfeit all paid fees.

22. Violation of the Cultural Center Liquor policy will result in forfeiture of rental security deposit and possible legal action or ticketing by the City of Plymouth Police Department.

23. Renter is permitted ONE change of date. If the renter fails to keep the changed date, the event will be cancelled, and renter forfeits fifty percent of the room rental fee.

24. The fireplace area is not available for rent. Although this is not a rentable space damage/extra cleaning required to this area as a result of your event will be deducted from your damage security deposit.

25. If one free room usage per month is granted to long term ice contractors or City affiliated and civic organizations. The time, day and length of that room's usage shall require approval from Recreation Department Staff prior to use. Any additional usage will be subject to the normal room rental rate.

26. The City Manager or Recreation Director set the Cultural Center use fees.

Priority of Room Use is based upon the following ranking:

1. City emergencies or essential civic events as determined by the City Manager, Assistant City Manager, Director of Public Safety or Recreation Director
2. City of Plymouth Recreation Department Programs and Events.
3. Contracted / Regular renters of the building renewing consistent days or times.
4. New or one-time renters.