

## BUILDING & PARTY RENTAL RULES AND REGULATIONS

- ❖ **No hanging decorations or decorations on doors or walls are permitted. Table decorations are permitted.**
- ❖ Party Host is allowed to enter the room up to thirty minutes prior to rental time.
- ❖ Clean up of Party Hosts items must be accomplished within 15 minutes of your scheduled rental. You will be charged \$50 per half-hour for time spent after the scheduled party time.
- ❖ Guests to your event must remain in your designated party area. Use of other areas of the center is prohibited.
- ❖ There may be scheduled programs and additional events in the facility during your scheduled rental. This party does not include exclusive use of the facility and parking lot.
- ❖ At least one Tinley Park-Park District (TPPD) staff person will be on duty throughout your event to facilitate the party. However it is the sole responsibility of the Party Host to supervise the guests to the party.
- ❖ Please notify us of the special needs of anyone in attendance.
- ❖ The TPPD will not order catering, pizza, or other for delivery, and will not supply paper products for any food brought in by Party Host.
- ❖ We cannot guarantee accommodation for any food items requiring refrigeration or freezing. While we try hard to accommodate refrigerated items, we do not have any freezer space for frozen items.