

Houston, Indiana School Community Building

Procedures and Rules for Use

1. The Community Building may be used by the community groups. This includes the Community Room, adjacent room, restrooms, and the kitchen.
2. The Community room can accommodate up to 75 people.
3. A deposit of \$200 is required for everyone who uses the space. \$50 of the deposit will be returned after the event, if the space is properly cared for. Hours of use will be from 8:00 am to 10:00 pm.
4. The Houston School Restoration Committee and Houston Christian Church meetings and activities take precedence on the schedule.
5. For best availability, all building requests must be made to the Houston School Committee at least 14 days before the date of use.
6. Requesting group is responsible for room set-up. Tables and chairs are available.
7. Food and beverages may be used in the rooms. Requesting group shall provide their own food and beverages. Requesting group shall provide all paper and/or plastic goods. All trash shall be placed in designated receptacles, including recyclables. The group renting the building is responsible for cleaning up after themselves.
8. Adequate adult supervision must be provided to any youth meeting held in the facility.
9. No alcohol, tobacco products, explosives, firearms, flammables, illegal or controlled substances of any kind allowed on the premises. Grills will not be allowed to be brought on the property.
10. A building key will be provided to a designated representative of the group no more than a week prior to the event.
11. Coffee pot(s) or other electrical equipment must be turned off and/or unplugged at the end of the event (after cleaning, if appropriate, such as coffee pots).
12. Failure to meet any of these conditions, or non-compliance with any of the rules or procedures, will result in the group losing the right to future use of the facility.

*Please direct any questions to Jack Clark at **812-497-2724**. Rules and fees subject to change at the discretion of the Houston School Restoration Committee.*