

Guidelines for Use of the Troy-Hayner Cultural Center

Please make your group members aware of the following guidelines and feel free to call our staff with any questions or concerns:

1. Please leave the rooms and kitchen in a neat and orderly condition. Lost or damaged equipment must be replaced. Do not use tape on woodwork. Do not use staples, glue, thumbtacks or nails. Flipchart easels are available but you will need to bring paper and markers. The person reserving the room is responsible for any damage to the room or its contents.
2. The Center cannot store equipment, supplies, materials, or other items owned by groups or individuals nor can it be responsible for any such items left at the Center.
3. Groups of children (12 years old or under) may use the Center providing they are supervised by one adult for every 5-7 children. Children accompanying participants at adult meetings should not be left unattended.
4. The Center reserves the right to discontinue the use of rooms by any group which disturbs the usual operations and procedures of the Center.
5. As a general rule, alcoholic beverages are not permitted at the Center. Wine or champagne punch may be served *only* at private parties, receptions and weddings.
6. Smoking is prohibited on Hayner property.
7. Candles may be lighted only in the Solarium with the permission of the Director prior to the event.
8. Fundraising activities that extend beyond a group's own membership are subject to our fundraising policy (Hayner assesses 15% of gross receipts). This policy also pertains to items sold at the Hayner. Please advise any speakers or guests of this policy and turn in any monies due the Center at the end of the event (ie book/video, jewelry, service fees, etc.)
9. The Troy-Hayner Cultural Center is available for meetings during these hours:

Tuesday thru Saturday	9:00am - 5:00pm	<i>Closed Mondays during the day and holidays.</i>
Sundays	1:00pm - 5:00pm	
Evenings - Monday thru Thursday	7:00pm - 9:00pm	
10. We ask your cooperation in vacating the building by 5pm during the day and 9pm in the evenings. If meetings extend past these times a \$10.00 fee will be assessed. Any use of the building other than the above hours must be prearranged and a fee of \$10.00 per hour (1 hour minimum) paid for early opening or late closing. Other fees apply for weekend evenings (Fri-Sun.).
11. Civic, service, and other non-profit organizations within the Troy-Concord School District are welcome to meet in the Troy-Hayner Cultural Center at no charge during the above hours providing that no admission is charged for the event. Groups outside the district, private events, business use, seminars and workshops with participant fees are subject to rental fees. Please call for more information.
12. Reservations are handled on a first-come, first-served basis. We reserve the right to change rooms assignments in order to accommodate as many groups as possible.
13. Requests for exhibitions, demonstrations, special programs or presentations, shows, classes, workshops, etc. by private and public groups and not sponsored by the Troy-Hayner Cultural Center shall be reviewed as they are made. The decision will be made by the Director with the final decision resting with the Board of Governors.
14. The fact that a group is permitted to meet at the Center does not in any way constitute an endorsement of that group's policies or beliefs by the Troy-Hayner Cultural Center.