

ST. MARYS MARINA BUILDING GENERAL

RULES AND REGULATIONS

1. Anyone using the Marina Building shall pay a rental charge to defray the cost of heat, light, and maintenance as set forth by the City. (\$100.00) (\$300.00) There will also be a refundable security deposit required. (\$50.00) (\$75.00)
2. **Security deposit must be made within one week of booking or you forfeit your booking date. Full rental payment must be made 8 weeks (2 mths) prior to the event booking date. Event must be cancelled 4 weeks (1 mth) prior to the event booking date for a full refund. Event cancelled 2 weeks prior to the event will receive 1/2 of the payment as a refund. Event cancelled within 2 weeks of the event will not receive a refund.**
3. You will be checked in and out for your rental period. You must be present for both of the arranged check in/check out times to be eligible for a security deposit refund.
4. Please inform City Personnel of any outside activities that would require use of the stage, shelters, field or electric.
5. Please note that a kitchen is located inside the building with a refrigerator, chest freezer stove, coffee pot, microwave, and movable cart. No pots, pans or utensils are provided. You will need to bring your own items for your activity.
6. The exhaust fan in the kitchen must be on at all times when the stove is in use. The fire extinguisher safety unit will discharge if the fan is not turned on.
7. All person using the Marina Building shall be responsible for cleaning up after each use, and shall have said cleaning completed when function is concluded. The security deposit refund will be considered after city personnel have inspected the building and the building is deemed satisfactory condition. The check in/check out list must be completed by both parties.
8. Posting of signs, circulars, and notices are prohibited unless prior approval is obtained and **MUST** be removed when activity is finished. Your deposit will not be returned if signs are left on the building, streets or medians of Route 2 or Route 16.
9. A signed agreement will be required to cover destruction, and/or damage by the responsible party.
10. No decorations shall be permanently attached to the ceiling, walls, or light fixtures. No helium balloons and no tacks. Any tape in conjunction with any decorations must be removed.
11. Parking signs around the building shall be strictly adhered to at all times. There is to be no parking on the grass. Loading and unloading can be completed at the back of the building only.
12. The St. Marys Police Department or any City Official reserves the right to inspect "ALL" uses of the building at any time that they deem necessary to do so.
13. No activities will be scheduled before 7am or after 10pm.
14. Bounce houses are prohibited inside the building.
15. No tables/chairs/etc. are to be removed from the building.
16. Anyone sponsoring a dance must have at least three adult chaperones and two security guards present.
17. Damaging or defacing Marina property is prohibited.
18. All trash, waste, or unsightly matter shall be disposed of in trash receptacles.

19. No consumption of alcoholic liquor beverages permitted in vehicles or in open areas of the Marina.
20. Swimming is prohibited in Marina area.
21. No open ground fires shall be permitted unless a burn permit has been obtained by the City of St. Marys. Cooking grills and fireboxes will be permitted.
22. No dogs or other animals shall be allowed that are not leashed, caged, or otherwise securely restrained from running free. Persons in control of such animals shall be responsible for cleaning their waste and for any damages caused by such pet or animal. No animals inside the building except by special permission of city officials.
23. No deadly weapons shall be permitted or used in the open Marina area by any person or group unless permitted by state or federal stature, or authorized by prior approval.
24. No boisterous, immoral, or indecent conduct shall be permitted. No radios, audio format players and amplification systems shall be used in a loud manner that will interfere with Marina neighbors or others using the Marina area, except when prior approval has been obtained.
25. No camping, sleeping, or overnight activities will be permitted without prior approval and no use of utilities and services without the authorization of the City Manager. Upon such approval, a utility fee of \$20.00 per night will be charged for overnight use of the Marina facilities. Fees applicable to water, garbage, and electric usage are payable at City Hall.
26. No fishing from the docks except for special events with prior approval.
27. Fairs, festivals, and mass gatherings are required to contact the Mid-Ohio Valley Health Department for information regarding permits. (304-684-2461 or 304-485-1416).
28. Maximum Capacity is 299 people.
29. The building measures 100 feet by 36 feet, including the kitchen and bathrooms.
30. There are 42-8 foot long tables and approximately 200 chairs for use within the building.

Thank you in advance for helping to keep our community building in good shape.