

**Charles Owens Family Life Center (FLC)
Facility Guidelines**

The Family Life Center takes pride in being able to offer a quality facility. Thank you for reviewing and observing our policies. To maintain our facility, we request that you comply with the following guidelines.

1. Set-up and decorating must be done within time allotted in the lease agreement. Additional set up/decorating time must be approved prior to the event. Package prices include table and chair take down and facility cleaning. Sufficient time should be allocated for removal of personal and rental equipment and should be done within time allotted lease agreement.
2. Only dripless candles are to be used. No open flames or pyrotechnics of any kind are permitted.
3. At no time shall fire exits be covered or obstructed.
4. The Lessee assumes full responsibility to remove all decorations within allotted rental time as stated on Agreement. Any time that exceeds the regularly scheduled contract time will be billed to the Lessee at the applicable rate. The Family Life Center reserves the right to request the removal of any decorations that are considered offensive.
5. Storage facilities are not available for Lessee (this includes caterer's equipment or special rental items such as tables to be stored before or after the event.)
6. No staples, tacks, nails or screws may be used on fixtures, windows or ceilings.
7. Glitter, hay, straw, silly string, or rice is prohibited inside all facilities. Birdseed is for outside use ONLY.
8. Fog machines are not permitted in the facilities.
9. Balloons must be secured and weighted when utilized in the facilities and must be removed by the group immediately following the event. No free-floating balloons are permitted inside the buildings.
10. Flowers must have a sturdy base and/or plate underneath them.
11. It is the responsibility of the Lessee to dispose of any flowers. If flowers are left, and no directions are provided to the Family Life Center, a decision will be made in the best interest of the FLC.
12. Absolutely **NO** guns, weapons, smoking, alcohol or illegal drugs of any form to be used in or around the Family Life Center.
13. The Family Life Center staff **is not** responsible for any items left at the facility after the scheduled event has concluded.

I have read, understood all guidelines for the Family Life Center. I agree to abide by all rules and regulations of said guidelines.

Signature (Lessee)

Date

Signature (FLC Representative)

Date