



## **Adams Street Community Center Guidelines**

Thank you for choosing our facility for your event. The following information should answer any questions you may have.

### **Arrival Time**

The facility will be available 30 minutes before and after your event ends.

### **Cleaning**

The rented facility will be provided to you in a clean condition. A \$100 security deposit is required in addition to the rental fee. The facility user is responsible for inspecting the building prior to arrival time. Any damage noticed must be reported before the event. After the event ends, remove the trash, sweep and mop any food on the floor, and wipe down tables thoroughly. Trash bags and cleaning supplies are provided. Trash must be hauled out to the dumpster. In order to be refunded the security deposit, the above must be completed.

### **Dancing**

Prohibited at the Adams Street Community Center.

### **Damages**

The cost to repair damages is the user's responsibility. However, Adams Street Community Center will arrange for all repairs. Any Damages or excessive cleanup required as a result of your event will incur additional charges.

### **Décor**

Silly string, confetti, glitter, lit candles, and unsecured helium balloons are not permitted. Hanging or taping anything on the walls is not permitted. (Thumb tacks, staples guns, any kind of tape, nails, or wall putty)

### **Fire Code Requirements**

City of Brownwood Fire Codes are strictly enforced. Adams Street Capacity for the auditorium is 200. Kitchen and Room C capacity is 75.

### **Food and Beverage**

Alcohol is not permitted. The kitchen is not equipped with utensils, coffee dispensers, flatware, or linens. Place heat-resistant mat for protection of tables and countertops.

### **Signage**

Outdoor signage must be approved in advance. Arrangements for banner hanging should be made two weeks in advance.



## **Smoking**

Adams Street is a nontobacco/non-vaping facility. There is a designated smoking area outside the facility.

## **Fees**

Fees are Subject to the booking policy.