



WASCO SCHOOL EVENTS CENTER

FACILITY RULES

– PLEASE READ –

In order to utilize our wonderful historic facility for your own private event, the **Application for Facility Use and User Liability Release** must be submitted in advance, with payment, to the WSEC Facility Manager by the organization or individual applicants.

All items brought into the building must be removed by the end of the reservation period. Please leave the facilities in the same condition that you found them. Please take trash to the dumpster on the north side of the building. Lock combination will be provided. User is responsible for taking all recycling with them at the end of their event.

Please do not throw rice, birdseed, or confetti inside the building. Only birdseed is to be used outside. If you decorate with helium balloons, be sure they are weighted down and not allowed to rise into light fixtures and ceiling fans. **No candles allowed**, except in a situation such as a birthday where candles will be lit and then immediately blown out. When decorating, please use thumbtacks sparingly, or to limit them to bulletin boards. Please do not remove pictures from walls without prior approval. **Nails, tape, and adhesives are not permitted.**

Smoking, vaping and illegal drugs are not permitted inside this facility or on the property.

Alcohol service and consumption is permitted without OLCC permit during **private events only**. If you are expecting to sell alcohol, or sell tickets, and have alcohol served at your event, you will need to contact the OLCC for criteria. You are responsible for meeting all requirements, including a Special Events License through the OLCC, as needed.

It is the responsibility of the applicant to set up and move tables and chairs as desired. Please move furnishings back to their original position before leaving, unless otherwise directed by Facility Manager. Fee may apply if WSEC sets up your tables and chairs. Only those rooms specified on the application will be available for use by the applicant. Please make arrangements for keys or access to the room(s) reserved with our Facility Manager. Applicant is responsible for making sure all outside doors are locked prior to leaving the building.

All minors on premises must have adequate adult supervision. **Do not let children roam unattended.** Sherman Kids Zone is separate entity. To request access code, contact SKZ for membership agreement. If you visit Sherman Kids Zone or our community library, please be sure to **clean up all messes created during children's play.**

This facility is under video surveillance. The City of Wasco and WSEC are not responsible for accidents, injuries, damage, or loss of property. Misuse of the facility or failure to comply with these regulations will be sufficient reason for denying future use of this facility by the responsible party or organization, at the sole discretion of the Facility Manager.
