



## **House Rules & Guidelines for Rotary Field House Bookings**

- Only CFC members can organize lawful events that don't disturb other Rotary Field House users.
- Bookings can be made up to 4 weeks in advance on a first-come, first-served basis.
- The Rental Manager can determine priority for parties and team events.
- A CFC Staff member will monitor the event space.
- Cancellations must be made through the original email chain by the same member who requested the booking.
- All requests must provide a rough guest count at booking for safety.
- Parking is available in the Parking lot on the South side of the building. Parking in the driveway on the North side of the building is prohibited.
- No liquor is allowed at any event.
- No outside catered food is allowed.
- No Boisterous behaviour of any sort (including yelling, running, rowdyism, vandalism, intoxication or inebriation from drugs and/or alcohol, and/or any other form of misconduct or misbehaviour) is strictly prohibited, and any person who commits same may be removed from the premises by any CFC Staff member or the Rental Manager.
- Events must end as per the agreed contract.
- Rooms must be returned to their original setup and condition.
- No cleats or athletic footwear are allowed in the Rotary Field House.
- If the Room is returned in an unsatisfactory condition, then a \$50 fine may be levied against your team to facilitate the clean-up or you may be called back on the day of to clean yourself. You may also risk not being allowed future consideration for usage of this facility.
- The rental agreement includes a room, tables, chairs, and washrooms.
- Audio & visual equipment must be arranged in advance before booking confirmation.
- No tape or pins are allowed on walls or windows without permission.

**By filling out the [CFC - Rotary Field House Booking Request](#), you agree to follow the rules and guidelines listed above. If you do not follow them, your booking may be cancelled, and you may lose booking privileges or have to pay extra fees.**