

City of Eudora Rules and Regulations

The occupancy in the Eudora Community Center is as follows:

Community Room	30 Tables and 100 Chairs 150 occupancy
Classroom Divided	Tables and Chairs 50 occupancy

Renters are required to adhere to these guidelines:

The Community Center is a smoke, tobacco, and alcohol free facility. During all events, all smoking needs to take place outside the building.

Taping, tacking, gluing, and nailing to all walls surfaces IS NOT PERMITTED. This is to include painted surfaces, fabric surfaces and cabinets in the kitchen area.

Renter will need to provide any tools required for decorating. Any decorating must be approved by the Eudora Parks and Recreation Department.

Renter will need to provide their own kitchen utensils, and other cooking supplies.

Kitchen is equipped with the following: Microwave, refrigerator and stove.

Trash receptacles and trash bags will be available during your event. All trash should be picked up and sitting next to the door.

All equipment and articles must be removed by the end of the event.

Deposits will be returned once the building maintenance has inspected the facility for any damages.

Renters need to request that their guests remain in the rented area.

Any lighted candles must be enclosed. Any decorations such as crepe paper, hay bales or greenery must be fire retardant.

Soliciting or distributing pamphlets is not allowed