

The Camellia Pavilion

Rules & Regulations

It is the intent of The Board of Trustees of the Greenville-Butler County Public Library to make The Camellia Pavilion available for the use of residents of Butler County as well others in the surrounding area. All events are subject to approval by The Board of Trustees of the Greenville-Butler County Public Library. Reservations and arrangements must be made through the Greenville-Butler County Public Library for the use of any part of The Camellia Pavilion or its grounds. A reservation is considered confirmed when the event description, date, time, location and number of guests are agreed to with the Library Director and a 50% deposit has been received. **Renters must be 25 years of age to rent The Camellia Pavilion.**

The following rules apply to use of the facility:

1. No inventory items such as chairs, tables, podiums, etc. will be loaned or permitted to leave the premises under any circumstances. Any ornamental plants/trees/containers are not to be moved from their locations.
2. No nails, tacks, brackets, self-adhesive tape of any type or any material that will deface, mar, or damage a finished surface will be allowed on or in walls, ceilings, floors. (This includes silly string.)
3. All decorations must be approved prior to implementation. The user is responsible for taking down and disposing of all decorations. All items and materials brought to the pavilion by the renter or his/her representative must be removed before vacating the building.
4. Following use of The Camellia Pavilion and/or its grounds all garbage and trash must be placed in receptacles at the pavilion. If there is excess trash/garbage, it is the responsibility of the renter to remove it prior to vacating the building. Excess or bagged trash that will not fit in the containers available at the pavilion must be removed by the renter no later than the morning following the event. Failure to completely remove refuse will result in charges being deducted from the renter's damage deposit.
5. Any of the facility's tables/chairs/equipment used during the event must be cleaned prior to storage. It is the responsibility of the renter to return the chairs/tables/equipment to storage at the end of the event or risk forfeiture of the damage deposit. The kitchen and bathrooms, if used, must also be locked following completion of the event.
5. Any person or persons caught damaging or defacing any part of The Camellia Pavilion, inside or out, will be prosecuted to the fullest extent of the law. The renter has the option to inspect the premises immediately upon the receipt of the key and report any damages immediately to the library director or designee. In the event the renter fails to report any existing damages, it will be presumed that any damage discovered to the building, furnishings or area surrounding the pavilion were created or caused during the event and therefore are the responsibility of the renter.
6. Permission will be required for any person or group to bring into the building and use an appliance with special power requirements.

7. Religious groups may use The Camellia Pavilion for meetings, conventions, dinners, etc., but will not be permitted to use the facility as a permanent sanctuary or on a regular Sunday of weekday basis.

8. Equipment and supplies will not be used by anyone other than those paying for the use of the pavilion.

9. The Greenville-Butler County Public Library will not be responsible for any items or properties belonging to renters or guests that are lost, stolen, damaged or destroyed while on or around the premises.

10. Reservations will not be accepted more than 12 months in advance.

11. No equipment or material will be brought into the pavilion prior to the day and time of the event as outlined in the Rental Agreement.

12. The renter is responsible for providing licensed and insured security personnel, both for the safety of their guests and the safety of the facility, if the Library Director deems it is necessary.

13. Alcohol may be served, provided it is served by a hired bartender or caterer. A cash bar is not allowed under Alabama Alcohol Beverage Control Board rules without first obtaining a special events license.

14. Rice, birdseed, glitter, confetti, toilet paper, shaving cream, silly string, or sparklers, etc. are prohibited. Things that work well in their place are fresh flower petals, a bubble machine, bells, or shakers (pom-poms). If you plan to use any of these materials, the library staff must know and approve in advance.

15. All vendors must have a City of Greenville business license.

16. No smoking or use of tobacco products is allowed on the property.

17. Events must be scheduled for after-Library hours. Library hours during the weekdays are 9 a.m. to 5:30 p.m., and Saturday, 9 a.m. to 2 p.m. However, renters are allowed to decorate and set-up the Pavilion during these time periods.

UPON EXECUTION OF THE RENTAL AGREEMENT, USER AGREES TO ABIDE BY AND CONFORM TO ALL REGULATIONS/REQUIREMENTS STATED ABOVE.