Rev. 9/17/25

Rudnick Community Room Use Rules & Application

The Perry N. Rudnick Community Room in the Welcome Center may be reserved for exclusive use for a minimum of five hours. The capacity of the room is 32 people. The availability calendar and reservation application can be found on the Village website (villageofflatrock.org). The application and appropriate fees may be delivered in person to Flat Rock Village Hall, or you may call the Village Clerk at (828) 697-8100 to make arrangements.

Fees

- The rental fee is $50 for five hours.
- The security deposit is $50. This will be refunded via check within two weeks after the event if the property is left clean and undamaged.
- All fees and security deposit are due at the time of booking. Reservations are not confirmed until fees and deposit are paid. Fees or deposits paid with a credit card are subject to a fee by the processing agency.
- In rare instances the Village Council may waive or reduce the usage fee for certain groups. These groups include: 1) Not-for-profit organizations (501(c)(3) or similarly designated) that provide local community services, programs, or events free of charge or at low cost to the public; 2) Organizations conducting activities of direct benefit to the local Flat Rock area.

Guidelines for return of deposit.

- You may not enter or be present in the room before or after your reserved times unless escorted by Village staff.
- Include your set up and tear down time when reserving the facility. You will not be allowed to exceed the time booked on your reservation.
- Remove any decorations from the room.
- Return tables and chairs to the closet or leave as they were set up when you arrived.
- If the room is used for a birthday party or function with food, be sure tables and chairs are wiped clean of any sticky residue and free of tape. (You may want to bring some paper towels and spray cleaner to do this.)
- Do not mark the tables and chairs with markers or crayons. Adhering any posters, banners or decorations to the walls is prohibited. Using tape on the walls can leave marks, requiring repainting.
- There is a vacuum in one of the closets. Please use it to remove any excess debris that may have fallen on the floor.
- Trash should be placed in the trash container. The park will leave extra bags for any overflow trash. Trash bags may be left in the room to be collected by park staff.

Park Rules

- By renting any part of the park for an event, you are responsible to follow the use rules that are attached to the rental contract. These rules apply to any attendees of your event.
- **Some key rules to remember:**
  - Sound systems and musical devices that produce a sound that carries more than 50 feet or is loud enough to disturb other patrons using any park facility are prohibited.
  - Parking along Highland Golf Drive is prohibited. This is a private street and not part of the park. Any unauthorized vehicles parked on Highland Golf Drive may be towed at the owner's expense.
  - Alcohol, tobacco, grills, fires and open flames (e.g., sterno for chafing dishes) are prohibited.
  - Any function that will be used for fundraising, commerce, or solicitation will need a special permit from the Flat Rock Village Council prior to the event.
  - Park facilities may not be reserved for private events on holidays observed by the Village. A list of the Village observed holidays may be found on the Village website.
- **Instructions for accessing the Rudnick Room will be given when the reservation form is received by the Village Clerk.**

The Park at Flat Rock

Rudnick Community Room Use Application

Name:_____ Date:_____
First *Last*

Date & time requested:_____
(Include set-up & clean-up)

Address:_____
Street Address *Apartment/Unit#*

_____
City *State* *ZIP Code*

Phone: _____ Email:_____

Purpose of reservation:_____

Any goods sold? _____

Number attending: Adults_____ Children_____ Total_____

I have read and agree to the park use rules. Applicant signature:

Village approval: _____Date:_____

_____Date:_____

If you would like to send this form via email to the Village office, please send to crichard@villageofflatrock.org. If you would like to pay via credit card you may call the office at 828-697-8100 to pay over the phone.

Office use only:

	Fee Paid
	Deposit Paid
	Deposit returned