

TIMBER D.O.M.E. LODGE RULES AND REGULATIONS

To reserve, call Solon City Hall (319-624-3755)

- Individual requesting use of the facility must be 21 years of age or older (Photo I.D. may be requested)
- A deposit by check is due with the Facility Use Request (Checks will not be cashed unless damage is found)
- Payment in full is due 2 weeks prior to the date requested. Returned checks will be charged a NSF fee of \$25.00
- Cancellations must be made 7 business days prior to reserved date. Cancellations made within the 7 business days will forfeit their deposit
- Groups remaining in the facility later than the time indicated on the approved Facility Use Request will be charged for additional time used
- Inaccurate information supplied on the Facility Use Request or violation of the stated rules will result in revocation of the approved application with no refund
- The City of Solon is not responsible for lost or stolen items
- **When exiting the facility**, at the end of rental time:
 - all windows must be secured and locked
 - lights turned off
 - All trash bagged
 - Excessive trash incurred could possibly result in additional charges by the City
 - floors swept
- Any and all spills, wet or dry, must be cleaned up at the time it happens
- Decorations can only be scotch taped to tables and chairs; Free standing decorations are acceptable; No decorations can be attached to walls or windows at any time
- No rice, silly string, bubbles or birdseed are allowed to be used inside the facility--birdseed and bubbles may be used outside of the facility only
- No fog machines, smoke machines, fireworks or similar items are allowed within the facility
- No money is to exchange hands within or near the facility
- Smoking inside the facility is strictly prohibited
- Anticipated attendance cannot exceed the facility capacity of 100-120 persons
- No animals, except seeing eye or other therapy dogs, are permitted inside facility
- If smoke detectors go off, the facility must be evacuated and 911 called immediately; no one would be allowed to return inside until the fire department clears the facility for use.
- The Johnson County Sheriff's Dept. may be notified by the City of Solon for large events and/or events where alcohol may be served; the Sheriff Deputies will be allowed to enter the facility at any time.

