

**Women's Civic League of Portage, Inc.**

**HOUSE RULES**

**(Revised 2/28/12)**

- 1. All organizations meeting regularly at the Civic League Clubhouse must post a copy of their year's program with the Civic League Hostess.**
- 2. Any organization or individual wishing to use the Clubhouse must contact the Civic League Hostess to arrange a date and to agree on the most convenient time to make preparations for the meeting/party.**
- 3. Organization donation (noted below) includes use of the kitchen, dining room, living room, upstairs' bathroom, dishes, silver, silver service, punch bowl, (2) 30-cup coffee maker as well as the card tables and chairs.**
- 4. Organizations other than the Civic League shall furnish their own dishtowels, dishcloths and table linens.**
- 5. All serving equipment can be found in the cupboards and drawers in the dining room, except for the two right doors which contain the personal property of the Hostess. All items in the kitchen cupboards and drawers are the personal property of the Hostess, except for the dish cloths and towels in the bottom right drawer by the sink. The card tables and chairs are stored in the front hall closet and are to be folded and returned to the closet after the event. Designated antique, upholstered chairs must NOT be used. All other equipment is to be cleaned and returned where it is found. Silver service should be left with tops open after being washed and placed on the buffet to dry.**
- 6. SMOKING, LIGHTED CANDLES AND FIREARMS ARE PROHIBITED at all times.**
- 7. Alcoholic beverages may NOT be served with the exception of champagne and/or white wine.**

**HOUSE DONATION/USAGE RULES**

**Guided Tours: Adults-\$5.00; Children-\$2.00**

**Organization Meeting: light refreshments - \$25.00 payable day of event**

**Catered or Pot-Luck Events: \$25.00 refundable security deposit payable when event is booked plus \$75.00 donation payable no later than one week prior to the scheduled date.**

**\*Arrangements MUST be made in advance**

**\*Attendance may not exceed 30 people**

**\*Set up and clean up is the responsibility of the booking party**

**THE CLUBHOUSE IS NOT HANDICAPPED ACCESSIBLE**

**DONATIONS BY CASH, CHECK OR MONEY ORDER PAYABLE TO THE  
WOMEN'S CIVIC LEAGUE OF PORTAGE**