



COMMUNITY CENTER RENTAL REQUEST

1. Rental hours are 8am - 10pm. Additional hours for special events may be allowed with permission from the Mayor
2. Fourteen (14) days' notice shall be required to cancel a reservation. The deposit will be forfeited for canceling with less than 14 days advance notice.
3. No alcohol or weapons of any kind are permitted in or on the premises surrounding the facility.
4. No loud noise/music will be permitted Sunday through Thursday before 8:00 a.m. or after 10:00 p.m., or on Fridays and Saturdays before 8:00 a.m. and after 12:00 a.m. (Exceptions may be allowed with pre-approval from the City for special days, i.e. New Year's Eve.)
5. Magnets and push-pins are the ONLY acceptable means of attaching items to any surface inside the center. No adhesive of any type may be used on the outside of the building or on the outside of the front and rear doors.
5. If damage is created during the rental period, or if the center is left in a less than suitable condition, up to the full amount of the deposit shall serve to cover cleaning or repairs necessary. In addition, renter agrees to be liable for any cleaning charges or damage in excess of the amount of the deposit. The deposit is **NOT** in place of cleaning the center, it is in addition to. Any remaining deposit will be returned, via a check, to the renter..
7. Parking for the community Center is restricted to the areas on the attached. Parking is also available at City Hall located at 301 Main St.
8. The following items are required prior to departing the facility on the day of rental:
 - a. All utensils are washed and placed back in their respective drawers
 - b. Any decorations that are moved are returned to their original location
 - c. Cigarette receptacle has been emptied
 - d. ALL trash has been removed (kitchen/bathroom/main hall/cigarette receptacle)
 - e. Trash can liners (kitchen/bathroom/main hall) have been replaced with new
 - f. Tabletops are clean
 - g. Floors are cleaned (dry (gray) and wet (blue) mopheads are in the cabinet under the microwave)
 - h. All additional tables/chairs used are returned to their original location
 - i. Tables are lined up
 - j. Wicker chairs are stacked and placed to the right of the piano
 - k. Used dish towels are placed in a plastic bag and placed between the screen and main door at the City office
 - l. Back door is locked (2 locks)
 - m. All lights are turned off

REMEMBER, THERE COULD BE A RENTER THE DAY AFTER YOURS! PLEASE LEAVE THE CENTER IN THE CONDITION YOU WOULD WANT TO FIND IT IF YOU WERE THAT RENTER!

Requested Rental Date _____ Event Type _____ # of Attendees Expected _____

Responsible Party & Organization _____

Address _____ Email _____

Phone _____ DL # _____

By signing below, renter agrees to the above terms and conditions.

Signature

Date

4-digit entry code requested