RULES FOR USE OF BEAVER CITY COMMUNITY CENTER

An individual or group must apply for use of the Community Center, at the Beaver City Office, 60 West Center. 438-2451.

A receipt will be provided and will state the time and date for which the Community Center will be used, and by which individual or group.

No Key will be released until the rent has been paid, the $10.00 key deposit, and the $100.00 cleaning deposit has been received by the City Offices.

FEES	Under 4 Hours -	$30.00
	Over 4 Hours -	$60.00

KEY DEPOSIT A $10.00 Key deposit will be collected by the City Office for ***ALL*** users of the Community Center. This fee will be returned only when the key is returned, and building found clean.

CLEANING DEPOSIT A $100.00 cleaning deposit will be collected by the City Office for ***ALL*** users of the Community Center. This fee will be held a ***minimum of 1 week*** and will be returned only when the building has been inspected and found clean.

THE BUILDING MUST BE CLEANED UP AND LOCKED BY MIDNIGHT THE BEAVER COUNTY SHERIFF DEPARTMENT WILL BE CHECKING TO MAKE SURE THERE IS NO SMOKING OR DRINKING IN THE BUILDING.

If any of the above conditions are not met and if the building is left in a disorderly condition, or damaged, the individual or group renting the Community Center may be subject to forfeit all future use of this building.

Date Of Use: _____ ***Key Deposit Received By:*** _____

I HEREBY AGREE TO ABIDE BY THE FOLLOWING RULES FOR USE OF THE COMMUNITY CENTER.

SIGNATURE: _____ ***Phone #:*** _____

COMPANY OR ORGANIZATION: _____

BILLING ADDRESS: _____

* ***Available for Government Agencies Only***

☐ ***Please bill the above company for building rental***

☐ ***Please bill the above company for any cleaning or damage expenses that may occur during the use of rental.***

I have made an inspection in the Community Center and found it to comply with the guidelines set by this contract.

_____, _____

Signature ***Date***

RULES OF USING THE COMMUNITY CENTER

1. ***Bring Your Own Garbage Bags and Dispose Them in the Garbage Can Located Outside the Building.***
2. ***Restrooms Are Located Through the South Door and up the Stairs.***
3. ***Vacuuming Is Required.***
4. ***Make Sure to Sweep, Mop, and Clean up after Using Kitchen Area. Appliances Will Need to Be Wiped Down, and Scrubbed out If Spillage Occurs.***
5. ***Put Tables and Chairs Away after Use.***
6. ***If You Will Be Using the Piano, Please Use a Towel for the Top When Placing Items on It.***
7. ***Keep Doors Closed at All Times, (lets heat/air conditioning out, flies in)***
8. ***Please Discipline Your Group. Head Start Supplies, Located Through the South Door, Are off Limits.***
9. ***Check for Coats, Personal Items Etc., When Leaving.***
10. ***Do Not Reproduce Keys. If You Need a Key, Make Arrangements to Sign for One.***
11. ***Make Sure Everything Is Turned off Before You Leave the Building (Lights, Appliances, Etc.)***
12. ***NO SMOKING OR DRINKING ALLOWED IN THE COMMUNITY CENTER BUILDING.***
13. ***Make Sure All Doors Are Locked and Latched!***
14. ***Any Spills on Carpet MUST be Removed or a Cleaning Fee Will Be Assessed.***

Failure to Comply with the above Items Can Result in Loss of Deposit and or Future Building Rental Use

Thank You for Your Cooperation!!!
Beaver City