

# **RULES FOR USE OF BEAVER CITY OPERA HOUSE - 80 EAST CENTER**

An individual or group must apply for use of the Opera House at the Beaver City Office,  
30 West 300 North. 438-2451.

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

No Key will be released until the rent has been paid, the \$150.00 security, cleaning, & key  
deposit has been received by the City Offices.

<b><u>BUILDING RENTAL FEES</u></b>	Under 4 Hours -	\$30.00
	Over 4 Hours -	\$80.00

## **SECURITY, CLEANING, & KEY DEPOSIT**

A \$150.00 deposit will be collected by the City Office for ALL users of the Opera  
House. This fee will be held a **minimum of 1 week** and will be returned **only** when the  
building has been inspected and found clean, and the key has been returned.

**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 Opera House may be subject to forfeit all future use  
of this building.

Date Of Use: \_\_\_\_\_ Deposit Received By: \_\_\_\_\_

I HEREBY AGREE TO ABIDE BY THE FOLLOWING RULES FOR USE OF THE  
OPERA HOUSE.

SIGNATURE: \_\_\_\_\_ Phone #: \_\_\_\_\_

COMPANY OR ORGANIZATION: \_\_\_\_\_

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

BILLING ADDRESS: \_\_\_\_\_

- 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 Opera House and found it to comply with  
the guidelines set by this contract for release of the Security, Cleaning, & Key Deposit.

\_\_\_\_\_,  
Beaver City Building Inspector Signature                      Date

## Checklist

# RULES OF USING THE OPERA HOUSE

1. **EMPTY GARBAGE** Bring Your Own Garbage Bags and Dispose Them in the Dumpster Located Behind the Gym When Finished.
2. **REMOVE TABLE CLOTHES & COVER TABLES** If They Are Used for Activities Other than Eating, Such as Cutting, Gluing, Crafts, Etc., And Replace Original Table Clothes When Finished.
3. **SWEEP, MOP, & CLEAN KITCHEN & DINING AREA** Wipe Down Counter Tops & Sinks. Appliances Will Need to Be Wiped Down, and Scrubbed out If Spillage Occurs. Tables & Table Clothes Will Also Need to Be Wiped Off.
4. **VACUUM FLOORS** On All Areas of Building Used. Vacuum Is Located In The Dining Room.
5. **REPLACE ITEMS IF MOVED** Such as Dining Tables, End Tables, Chairs, Couches, etc., When You Are Finished.
6. **NO FOOD OR DRINKING AT ANY TIME IN THE THEATER ROOM** Theater Stage Must Be Kept Clean. Theater Off Limits to Groups Not Involved in Theater Or Musical Productions, unless permission is given by the City.
7. **COVER & PROTECT PIANOS** If You Are Using Them Please Use a Towel for the Top When Placing Items on them. Piano in Theater Room Should Be Kept on Stage, and Should Be Left Turned Facing the Wall and Kept Covered.
8. **REPLACE ADDITIONAL TABLES & CHAIRS** To Original Location If Extras Are Set Up & Used.
9. **KEEP DOORS CLOSED** To Maintain The Heat/Air Conditioning, & To Keep The Bugs Out.
10. **PLEASE PICK UP WHEN YOU LEAVE** And Check for Items That Might Get Left Such as Coats, Hats, Gloves, Etc.
11. **TURN OFF EVERYTHING** Lights, Appliances, Fans, Etc.
12. **LOCK DOORS** & Make Sure All Doors Are Latched When Leaving!
13. **NO SMOKING OR DRINKING ALLOWED IN THE OPERA HOUSE BUILDING!**  
**NO EXCEPTIONS!!!**
14. **UPSTAIRS AREA NOT AVAILABLE** for Rental Without Specific Approval.
15. **DO NOT REPRODUCE KEYS**  
If You Need a Key, Make Arrangements with the Beaver City Office to Sign for One.
16. **PLEASE DISCIPLINE YOUR GROUP** Please Be Aware of What Your Group Is Doing and Where Your Group Is At In The Building At All Times. Any Damage Done to Building or Its Contents While Under Your Control Must Be Repaired or Replaced at Signed Individual 's Cost.

**FAILURE TO COMPLY WITH THE ABOVE ITEMS CAN RESULT IN LOSS OF DEPOSIT AND OR FUTURE BUILDING RENTAL USE**

**THANK YOU FOR YOUR COOPERATION. LETS ALL HELP TAKE CARE OF OUR BUILDINGS SO WE CAN ALL CONTINUE TO ENJOY THEM.**

**THANK YOU - BEAVER CITY!**