

COMMUNITY CENTER RULES

1. Keys are to be picked up and dropped off at the police station at the Dispatch window.
2. You are responsible to set up and put away tables and chairs.
3. Do NOT hang decorations from the ceiling or on the walls – (no tape, nails, 3M hooks, etc.)
4. Smoking/Vaping is not permitted in the building.
5. Please do not use the piano.
6. Please do not adjust the thermostat – they are electronically operated.
7. Make sure the building is left in a clean manner, wiping down all tables, counters, mopping floors and cleaning restrooms.
8. Please do not leave any food in the refrigerator.
9. Dispose of all garbage and recycling in the dumpster in the rear of the building.
10. Make sure all lights are turned off.
11. Lock all doors and windows before leaving the building.

FAILURE TO ABIDE BY THE ABOVE RULES WILL RESULT IN FORFEITURE OF YOUR DEPOSIT. NO EXCEPTIONS.

TOWNSHIP CANNOT GUARANTEE CONDITION OF THE HALL UPON ARRIVAL. WE ARE NOT RESPONSIBLE FOR THE LEVEL OF CLEANLINESS LEFT BY PREVIOUS RENTER AND NO DISCOUNT OR REFUND WILL BE GIVEN.

DEPOSIT/SECURITY

Applicant is solely responsible for any and all damages incurred and shall forfeit deposit for any infraction of this agreement as it applies to cleaning, set up, returning keys, or damages. Deposit will be forfeited if applicant cannot maintain safety during their rental and if police are called. **NO HORSEPLAY, BALL PLAYING, ROLLER BLADING, SKATE BOARDING, ETC. NO TENTS OR BARBEQUE GRILLS PERMITTED IN OR AROUND THE BUILDING.**

DEPOSIT REFUND

Deposit refunds made to applicant only. Checks received must be in the name of the applicant. All refunds are addressed by the governing body at a regularly scheduled meeting following the application event. Process may take several weeks due to meeting schedules. If cancellation/rescheduling fees apply, they will be deducted from your deposit.

CANCELLATION POLICY – RESCHEDULING FEE \$50.00

Cancellation in advance of 60 days will cost the applicant	\$100.00
Cancellation of 60 days or less will cost the applicant	\$150.00
Cancellation of 30 days or less will cost the applicant	\$Full Deposit

I hereby assume all responsibility for any damage that may occur and will clean up all areas of the hall that were used before leaving the premises. I understand that my deposit will be kept if the maintenance person finds that the hall was not cleaned properly or if all the tables and chairs were not put away in the proper place. The deposit will be kept if the garbage and the recyclables are not taken out and disposed of properly behind the hall. **NO EXCEPTIONS**