

RULES AND REGULATIONS:

DEPOSITS: Your deposit is refundable after your event if the facility has been maintained to its regular condition. We will send a check to you within 4-6 weeks after your event.

You will forfeit your deposit if within 60 days of your event you:

- cancel your event, or
- change the date of your reservation.

The City reserves the right to cancel, reassign, or adjust reservations to comply with its own programs or emergency requirements.

AVAILABLE HOURS: The room is generally available from 8am-10pm Sunday through Thursday, and 8am-1am Friday and Saturday. Events on Friday and Saturday nights must end by midnight but may rent until 1am for breakdown and cleanup.

TABLES/CHAIRS: We have plenty of tables and chairs, which you are welcome to use.

HEAT/AIR: The temperature is regulated to stay between 67° and 73°. Thermostats are pre-set for rental times. The Community Center is air-conditioned.

GARBAGE: Trash containers are outside the kitchen door. Trash, recycling and compost dumpsters are in the service area behind the building. Place all trash in the dumpster and only recyclable materials (clean cardboard, glass, plastic) in the recycling dumpster. All compostable items including food scraps should be disposed in the compost bin.

DECORATIONS: Do not use staples, tacks, or nails. You may use tape and "Sticky Tack" type adhesive, and you must remove these at the end of your event. Do not use glitter or confetti. Please see application for complete details regarding décor.

CLEANUP:

Renters are responsible for

- cleaning the kitchen if you used it;
- clearing tables of food service items and linens;
- removing decorations; and
- cleaning the floor and damp mopping any spills before you leave.

The City is responsible for:

- sanitizing and putting away tables and chairs;
- sanitizing floors; and
- sanitizing restrooms.

SMOKING: Smoking is not allowed in the building or within 20 feet of the building.