

Community Center Rental Guidelines & Rules

- **Garbage-** Please take garbage out of the cans, and to the East side of the building where the dumpster is provided and place it in the dumpster. (Between Bevcomm & Community Center) If dumpster is locked, gather all the bags and set them by the side door in the kitchen.
- **Sweep/Mop Floors-** Please sweep any visible crumbs or dirt. Please mop any spots on the floor that need it- especially in the winter in the high traffic areas with salt & mud being tracked in. Broom and mop are provided in the storage area between the kitchen and that hallway. Please put it back in the same area after use.
- **Wipe down tables/chairs-** Please wipe down used tables and chairs, there should be towels in the kitchen on the cart. Put away dirty towels in the bin labeled “dirty towels” in the kitchen.
- **Dishes-** Please clean and put away any dishes you have used that belong to the Community Center.
- **Arrange tables/chairs-** Please arrange the tables and chairs back to the way that they were set up when you arrived. Do not stack tables and chairs.
- **Everyone must be out by midnight**
- **NO CONFETTI OR GLITTER**
- **Picking up the Key:** You can stop by city hall during regular business hours (7:30-4pm) and pick up the key the day of or day before your event. If your event is on Sunday, you can pick up the key on Friday. We will need your deposit and payment for rental fee before we give you the key. You can go in the night before and decorate as long as you check with city hall staff to ensure no one else has the space booked for the day before.
- **Returning Key-** Please return the key to city hall right after the event or the next day. If city hall is closed – slide the key under the glass window at the front counter. We will return your deposit to you if everything is cleaned up. We can shred your check or line up a time to give you back your cash if it was a cash deposit.

Thank you for your cooperation,

City Hall Staff