

COMMUNITY CENTER RULES

- Ruth Clines may be contacted at the city office at 328-3411 or her cell at 620-820-3234 for making reservations. The key will be in the South window of her house at 311 Hickory. Since the city office is only open through the 15th of each month, if it's after the 15th of the month, please call Ruth's cell. She will get back with you. Should you not be able to get in touch with Ruth, you may get a key under the front porch mat at Rex Kesler's house. However, he will not be able to make reservations.
- The charge for using the community center will be \$35. If a meeting room only is used, the charge will be \$20. A \$25 deposit will be taken for using the sound system.
- A refundable matching deposit amount will be collected along with the regular charge when the key is picked up. This is a cleaning/utility deposit. The deposit will be refunded **ONLY** if the center has been left clean and all utilities have been turned off.
- **No auctions or rummage sales will be allowed in the center.**
- Food and drink will only be served and eaten in the main hall and kitchen.
- Before leaving the center, be sure that
 - a. **ALL** thermostats have been turned to the off position or for heat turned as low as it will go
 - b. Stove has been turned off
 - c. All lights have been turned off
 - d. All 3 exit doors are locked
 - e. Bathrooms are cleaned and stools are not running
- All trash must be bagged and placed in the polykart located to the South of the building. Trash bags are located in kitchen cabinets. Be sure trash cans have bags in them before putting trash in.
- Please use the dust mop on the floors that were used and make sure the kitchen is cleaned. If a meeting room was used, use the sweeper on the carpet.
- Removed any items you brought from the refrigerator.
- **REMEMBER!!! No alcohol or smoking allowed in the center. Skateboarding, roller blading, basketball or any other activity that might harm the building is not allowed. No use of tacks, or nails are on the doors and walls. If you need to put up decorations, use tacky or a tape that can be taken off without tearing the sheetrock.**
- Each person who rents the center will sign a Waiver and Release from Liability for Community Center Responsibility for Damage form. Any damages will be repaired or replaced by lessee with city approval.
- If your organization would like to bring your own toilet paper, paper towels or trash bags, please feel free to do so. It will help cut down on operational expenses.

**THANK YOU
MOUND VALLEY CITY COUNCIL**