

# COMMUNITY CENTER RENTAL RULES & REGULATIONS

These guidelines **MUST** be followed to receive your deposit refund

- Do not use tape on glass or painted surfaces
- Do not stand on tables, benches or chairs
- Do not block the double doors leading to the Village Hall
- Back door: to keep back door unlocked – use the hex key on the ledge on top of the door – insert the hex key into the push bar on the door – turn the key to the right while pushing on the bar – this will “lock” the door open so that you may enter – the reverse steps must be done upon locking up after cleaning
- **Contact the Village Office – 566-3806 if you find something out of order prior to your usage. After office hours - Call 306-5803.**

## **The following items must be completed after use:**

- Remove all decorations
- Wash and dry all tables
- Tables and chairs must be put back in the storage closet
- Wash dishes and supplies used and return to proper area
- Wash out refrigerator and clean stove, if used
- Unplug and clean coffee pots
- Sweep and mop floor - (including the bathrooms)
- Wipe off bathroom sinks and flush toilets
- Take garbage out to the dumpster and replace the trash can liners
- Leave one light on inside Community Center
- Lock all doors when cleanup is finished
- Key **MUST** be returned the next business day or dropped in the box outside of The Village Hall

Cleaning supplies are located as follows:

Dish soap, cleaners: under the kitchen sink

Broom, Mop & Bucket – supply room in the men’s bathroom – use the same key as provided

Trash liners – under the kitchen counter