

COMMUNITY ROOM POLICY AND RULES

1. Reservations will not be made more than 3 months in advance.
2. Under no circumstances will the maximum occupancy of 120 persons be violated.
3. Tables and chairs must be put back the way you found them.
4. Possession of alcohol and/or any illegal substances is prohibited on town property.
This would include any parking areas.
5. Possession of any weapons, legal or otherwise, is prohibited.
6. Selling of any type of merchandise, tickets, materials or services is not permitted.
7. No sneakers/shoes with wheels.
8. Children under the age of 13 must be supervised at all times.
9. Absolutely no taping or tacking anything to community room walls, doors, floor, ceiling, or glass.
10. The use of tobacco products, in any form, is prohibited.
11. Cancellation must be received at least 10 days prior to scheduled use to receive a full refund of rental fee and deposit.
12. Rental fee is per day with a day being 8:00 a.m. until 10:00 p.m.
13. Your deposit will be refunded if you meet the following condition:
 - a) All areas of the community room, kitchen, restrooms and foyer are left clean.
 - b) No damages have occurred during your rental time.
 - c) No equipment or supplies are missing.
 - d) All tables and chairs are returned neatly to storage closet without scuff marks to walls and floors.
 - e) No footprints, hand prints or other marks on the walls and no black shoe scuff marks on the floors.

I have read and understand the conditions of this rental. I understand that any violation of these conditions will be cause for an immediate revocation of this agreement. I further understand that by signing this statement that I am fully responsible for any damages (minor and other) that may occur during the time of my rental.

Signature of Responsible Individual _____ Date _____