

RULES FOR RENTAL OF COMMUNITY BUILDING

BOTH FRONT AND BACK DOORS MUST BE UNLOCKED WHILE BUILDING IS  
IN USE DUE TO FIRE SAFETY CONCERNS

\*\*\*This facility will not be rented on a recognized holiday, nor on the days prior to or after, due to logistics of delivering keys and availability of someone to check building for cleanliness and/or damage.

\*\*\*This facility is a non-smoking area and use of any alcoholic beverages is forbidden. As the building is in a residential area, there must be no loud music and the facility shall be closed by midnight.

\*\*\*Any decorations must be limited to table and/or tree decorations. There shall be no nails, tacks, tape or other means applied to any wall, woodwork or trim.

1. Rental of the facility is limited to persons within the city limits. Rent is \$150.00 due prior to day of requested use and is not refundable. There will also be a security deposit of \$300.00 to hold the building, also due prior to date of requested use. Any or all of this deposit may be retained if it is determined that there is damage or if the facility is left dirty. Any checks used for either deposit or rent will be deposited immediately by the Town. Any refund of security deposit will be in the form of a check from the Town of Gay.
2. Clean kitchen thoroughly, including wipe off tables, clean refrigerator and wipe off stove. Be sure all units and ovens are turned off.
3. Mop kitchen and bathroom floors.
4. Clean both restrooms, flush commodes and be sure no water is left running.
5. Remove all trash from building and place in outside garbage can. Any trash not fitting into the outside can must be removed from the premises. No trash bags can be left on the ground.
6. Vacuum rugs and carpets. Do NOT stack chairs, but chairs may be left on top of tables after vacuuming.
7. Prior to departing the building, turn off all lights and heat or air conditioning, then be sure to lock all doors.
8. Anybody using/consuming alcoholic beverages in or on Community Building property will not be allowed to rent the facility again.
9. There can be no loud music which can be heard outside the building and the facility must be closed by midnight.

BY SIGNING THIS AGREEMENT YOU AGREE TO ALL THE ABOVE CONDITIONS AND TO HOLD HARMLESS THE TOWN OF GAY FOR ANY INJURIES OR PROPERTY DAMAGE.

All rules are subject to change.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

Last updated 08/01/2022