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**City of Downey**

P.O. Box 204 - 15 South Main Street

Downey, Idaho 83234

Phone (208) 897-5342

Monday-Thursday 8a.m. -2p.m.

**kylie@downeyidaho.us**

**Downey COMMUNiTY CENTER**

Reservations

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building $35 Building and kitchen $50

 cleaning Deposit $35 cleaning Deposit $50

 (deposits mandatory and refundable if cleaned, separate CHECK FROM RENTAL FEE REQUIRED)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Times: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Office Use Only:

date and Amount Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Key Out \_\_\_\_\_\_\_\_\_\_Key In \_\_\_\_\_\_\_\_\_\_\_

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P.O. Box 204 - 15 South Main Street

**DOWNEY, IDAHO 83234**

Phone (208) 897-5342 - Fax (208) 897-5677

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**Downeyidaho.us**

**The Downey Community Center Rental Responsibilities**

(See Further Responsibilities for Kitchen Use in the Kitchen)

**Pick up the key before the event at the City Office, during office hours.**

**Before leaving please check the following:**

1. Sweep and mop the dance floor. The mop is in the corner closet by the entrance.
2. Vacuum the carpet.
3. Empty the garbage.
4. Turn down the heat to 60 degrees or turn off air conditioner in summer.
5. Wipe off tables if you used them. Put chairs back if you moved them. Put extra tables away, if you got them out.
6. Make sure toilets are flushed, and lights and fan are off in both bathrooms.
7. Turn off all other lights and make sure all three doors are locked.
8. Put the key in the City Office drop box, which is located outside the City Office.