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**City of Downey**

P.O. Box 204 - 15 South Main Street

Downey, Idaho 82324

Phone #208-897-5342

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

cityclerk@downeyidaho.us

**Downey COMMUNTIY CENTER**

Reservations

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

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

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

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

 Building and kitchen $40

 cleaning Deposit $40

 (2 separate CHECKS)

MAKE PAYABLE TO cITY OF dOWNEY

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

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

Amount Paid: \_\_\_\_\_\_\_\_\_\_\_\_

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

**City of Downey**

P.O. Box 204 - 15 South Main Street

**DOWNEY, IDAHO 82324**

Phone #208-897-5342 - Fax #208-897-5677

Monday-Thursday 8a.m. -2p.m. /Friday -9a.m. -2p.m

**Downeyidaho.us**

**The Downey Community Center Rental Responsibilities**

**Pick up the key before the event at the City office**

**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. Wipes 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 door are locked.
8. Put the key in the City office drop box. Located outside the city office.