

RENTAL INSTRUCTIONS & GUIDELINES

Rental Fee: \$300.00

Security Deposit: \$100.00*

RENTAL RULES

- Park closes at 11:00 p.m.
- No smoking allowed in the shelter house.
- Noise which can be heard from an unreasonable volume from the surrounding area outside the shelter may result in immediate removal of all parties.
- Inflatables, pony rides, DJ's, live bands or any type of hired equipment or entertainment will not be allowed.
- Do not prop or hold door open.

CLEANING RESPONSIBILITIES

- Wipe down with a soapy dish cloth, any tables, chairs, countertops and appliances that were used for your event.
- Follow all rules posted in the facility.
- Take down tables and chairs when event is finished and return to original storage area.
- Pick up trash and place in the large dumpster outside of the shelter house.
- Check the outside area of the building and pick up any trash.
- Sweep and mop floors with available broom, dustpan, mop and mop bucket.
- Leave no dents, holes, scratches, etc. in the walls.
- Leave doors working properly and free of scratches, dents, gouges, etc.
- Make sure bathroom floor, sinks, toilets and doors are clean and in good condition and free of scratches, dents, cracks, etc.

DECORATIONS

- Tablecloths and freestanding tabletop decorations are allowed.
- Tacks can be used for hanging decorations on the tack strip ONLY.
- No tape of any kind, glue, command strips, sticky tack, staples, string or any other kind of adhesive or hangers are permitted on walls or ceiling.

*The \$100.00 security deposit will be refunded after custodial inspection of rental area and verification the above-mentioned cleaning responsibilities have been completed. Any extra time the custodial staff spends cleaning the rental room and making the room presentable will be charged at a rate of \$40.00 per hour to the renter/lessee of the facility. Custodial staff will contact office personnel regarding the amount of time to bill for cleaning and/or repairing.

This is a public facility. Please respect others and keep this space clean.

Thank you.