

RENTAL INSTRUCTIONS & GUIDELINES

Rental Fee: \$300.00

Security Deposit: \$100.00*

**NO ALCOHOLIC BEVERAGES ALLOWED ON THIS PREMISE AND/OR THIS PUBLIC PARK
INCLUDING ALL BUILDINGS ASSOCIATED WITH THE CITY OF ROCK VALLEY**

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.

Decorating: 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.