

## **RULES AND REGULATIONS FOR USE OF COMMUNITY CENTER**

The Community Center is available to the General Public, Clubs, Organizations, Families, Businesses and other Citizens for the purpose of Meetings, Gatherings, Recreations, Dinners, Seminars, Conventions, Reunions, Exhibition Shows, Concerts, etc. However, the building or City property may not be used for commercial purposes such as Selling, Buying, Trading, or any profit-making activities that would not benefit the community as a whole.

Anyone desiring to use the Community Center should contact City Hall in person at 8 Ross St. or by telephone at 521-5760 during normal business hours (8 AM – 5 PM), Monday through Friday.

You are responsible for cleaning the kitchen area and the tables after use, sweeping the floors, emptying the trash and, in general, leaving the Community Center as nice as you found it, clean and ready for the next group to use it.

The City does NOT provide cooking utensils, dishes, pitchers or cleaning rags. You are welcome to use what is there, but please leave it afterward as you found it. The stove MUST be cleaned completely after use; scrape out any leftover food and wipe it down clean afterwards.

**THE CITY IS ONLY RESPONSIBLE FOR CLEANING THE BATHROOMS, MAKING SURE THE TRASH IS EMPTIED AND LIGHT SWEEPING AND MOPPING. THE CITY DOES NOT CLEAN THE KITCHEN, STAGE OR TABLES. IF, WHEN YOU ARRIVE, IT SEEMS TO YOU THAT THE BUILDING WAS NOT CLEANED, CALL CITY HALL AT 521-5760 SO THAT WE MAY INSPECT THE PREMISES.**

When an case of questionable use or group occurs, the use of the facility is subject to the approval of the City Council or the Mayor.

The Community Center is available for use between the hours of 6:00 AM and 10:00 PM on a “first come” basis; therefore, schedule your use as far in advance as possible. You must state specifically the hours you wish to use the building. You may not stay overnight unless the City Council has given permission.

The key to the Community Center shall be picked up and signed for at City Hall at 8 Ross St. during normal business hours (8 AM – 5 PM), Monday through Friday. Youth groups using the building must have at least one responsible adult over the age of 21.

Standing reservations for regularly-scheduled events will be accepted for events occurring after 6:00 PM. Reservations must be confirmed before each event.

**THE USE OF TOBACCO AND ALCOHOL WILL NOT BE TOLERATED; NOR WILL VIOLENCE OR ANY SORT OF DISTURBANCE. POLICE PATROL THE AREA REGULARLY AND ARE ALWAYS ON STAND-BY.**

The key must be returned to City Hall before your deposit will be returned, and the Community Center will be inspected to make sure everything has been cleaned.

Once rent has been paid for use of the Community Center no refund will be granted; so, make sure the facility is suitable for your use before you rent it. You are paying for the use of the building and the utilities.

**IN CASE OF EMERGENCY CALL CITY HALL (521-5760) OR THE POLICE (521-2800).**

Thank you,

Jere Guin  
Admin. Asst. to the Mayor