

UNIONVILLE COMMUNITY CENTER GUIDELINES

Thank you for your interest in renting the Unionville Community Center. This facility is rented on a first come, first served basis. Upon receipt of one check for \$75 half day rental and one check for \$75 for security/cleaning deposit, or if renting for the entire day a check for \$150 rental and \$75 for security/cleaning deposit. The Community Center will be reserved for you on _____ between the hours of _____ and _____. The \$75 security/cleaning deposit will be destroyed upon satisfactory inspection of the Center.

In order to be fair to everyone and to keep the facilities as clean as possible, we ask that you leave the center clean after your use and abide by the following rules:

- All parties/events must have adult supervision.
- No thumbtacks or tape or any attachments are allowed on walls, cabinets, or ceiling.
- No alcoholic beverages are allowed on the property.
- Turn off all-units on stoves.
- Flush commodes.
- Set the thermostat to 65 in the winter and 80 in the summer when you leave.
- Sweep and mop floor and clean counter tops after use.
- Remove leftover food from the refrigerator.
- No grease put down any sink.
- No furniture is to be taken outside.
- Leave tables and chairs as you found them.
- Collect all trash and take it with you. Leave the grounds litter free.
- Turn off all inside and outside lights.
- Lock all doors.
- Return the key.
- Staying past midnight will result in deposit forfeit.

Important: Inventory is taken before and after each rental. The value of any missing items will be deducted from the deposit.

I agree to follow these rules.

Date: _____

Name _____

Signature: _____

Address: _____

Phone Number: _____

Thank you for your patronage.

Cheryl Monroe 980.239.7699

Unionville Community Center Board