

**Rothbury Community Center
Rental Reminders
Terms and Conditions**

Thank you for choosing Rothbury Community Center for your special occasion! We want you to have a successful, enjoyable event and have listed below pre- and post-rental reminders to assist you in using the facility. Every effort is made to prepare the RCC for your event. We ask your cooperation in leaving the facility as it was when you arrived (except as noted below) so it can be cleaned and readied for the next patron.

Pre-event Checklist:

- Switch on kitchen refrigerator and plug in small freezer in bar area early in your set-up to allow enough time to cool.
- Locate all exits from the building so that rapid evacuation is possible, if necessary, during your event.
- It is the responsibility of the renter to set up and take down any extra tables and chairs that are needed for the event. The RCC has extras in storage and will make them available to you as requested.
- Please remember that open flames are not allowed due to insurance liability. We sincerely appreciate your compliance with this restriction.

**DO NOT LEAVE ANY VALUABLES IN THE BUILDING OVERNIGHT.
DO NOT TAMPER WITH THE ELECTRICAL SERVICE.**

Post-event Checklist:

- Fold all dark brown chairs and lean in groups against the south wall. Please leave oblong tables as found on the south side of the Center. If any tables and chairs were used from storage, wipe them clean, take down and place back in storage.
- Please ensure that all decorations have been removed from ceiling, walls, or chairs and that any fasteners (tape, push-pins, etc.) have been removed as well. If used, confetti and debris from other decorations (balloons, favors, etc.) must be completely swept from floors. Remove gum from floors/carpeting and tables/chairs as necessary.
- Empty all garbage receptacles from both kitchen and bathrooms into the dumpster located on the south side of the building. If garbage receptacles are soiled (vomit, etc.), please clean. New garbage bags will be placed by RCC custodial staff.
- Be sure parking lot is free of debris as noted in rental agreement.
- Turn off refrigerator, unplug freezer and leave doors open so that the appliances can air out. Clean spills as necessary. Make sure that stoves/ovens are turned off and are spill-free.
- Please make sure that all toilets have been flushed and that urinals in men's room are free of debris (gum or other refuse). If necessary, clean up any vomit or other bodily wastes that may soil restroom partitions, walls, floors, etc.
- Be sure all lights are turned off and that all windows have been closed.
- Make sure all doors are securely locked and **return the key through the mail slot in the door on the north side of the building. (Failure to lock facility and return key will result in forfeiture/delay of your deposit refund)**

If the Village is forced to take any action to remedy the renter's breach of this agreement or the renter's failure to return the Community Center to the Village in good working order, at the Village's sole discretion, the renter shall be solely responsible for all costs of Village, including, but not limited to, the Village's attorney fees, incurred as a result of renter's action.

We make every effort to ensure that our patrons understand the minimum requirements necessary so that your full security deposit can be refunded back to you. Please be sure to complete all the steps of the post-event checklist. Failure to do so will result in a minimum charge of \$25.00 per hour for time incurred in completing the checklist by the Village.

We sincerely appreciate your understanding in doing all you can to return the RCC to us in good order so that our custodial staff can prepare for the next scheduled event in an efficient and timely manner.

THANK YOU!

Renter: _____
Name: _____
Date: _____