

RULES AND CLEAN UP FOR PARK PAVILION

Note: Read all rules before signing and also leaving the building

RULES

- NO SMOKING in any part of the building
- Return all items to where you found them including tables and chairs (except for the months of May-August tables should remain up and chairs only should be put on racks).
- DO NOT USE NAILS, TACKS, STAPLES, TAPE, OR ANYTHING ON THE WALLS, DOORS, OR TABLES, this includes command strips).
- No pets are allowed inside the pavilion

CLEANING

- Wipe off all tables, chairs, counters, and appliances
- SWEEP and MOP floors – this is required
- Clean-up all messes or spills in the restrooms, including the garbage, floor, sink, and toilets. Don't forget the garbage and check stall doors and toilets carefully
- Pick-up all trash and cans outside the building - all trash **MUST** go with you
- Drape damp or wet towels over the counter and sink to dry
- Do not remove valances from the windows
- Turn off ALL lights and fans – including the restrooms and outside
- Lock all doors and windows
- Pavilion is yours from 7am to midnight – this includes cleaning
- Return key within 24 hours to the City Hall or the night deposit box

Prior to leaving during the winter the thermostat must be turned to 55° and during the summer months the thermostat must be turned to 84 °.

DEVIATING OR OMITTING ANY OF THE ABOVE INSTRUCTIONS OR RULES GIVES THE CITY THE RIGHT TO CASH THE \$100 SECURITY DEPOSIT ON FILE AT CITY HALL

I have read the instructions and by signing I agree to all of the rules and cleaning and will be notified by phone if the city is cashing my deposit check due to not cleaning or closing properly.

Name _____ Date Signed _____

Date of Event _____ Event _____

Deposit _____ Rental Fee _____ Phone Number _____