

RULES AND REGULATIONS FOR SENIOR CENTER RENTAL

1. NO SMOKING ON THE PREMISES.
2. The party or event materials must not be in the building after the conclusion of your contract time.
3. Only dripless candles may be used in the building.
4. All outside vendors are selected by and works for the reservation party.
5. No alcohol is allowed on the premises.
6. Decorations may not be attached in a way that would leave permanent marks on walls, furnishings, etc.
7. Children must be supervised at all times. (groups involving people under 18 must have at least one chaperone, 21 years or older, per every ten people.)
8. A rental fee of \$100.00 is required with each contract. This fee is due the day of Key pick up. A member of the Senior Center, employees of the town, volunteer firefighters or police reserves may reserve for \$25.00.
9. The reservation party must provide all vendors with a copy of these rules. (photographer, florist, etc.)
10. A copy of the rules and a cleaning check list shall be given to the reservation party at the time a contract is signed and the rental fee is paid.
11. Insure the furnishings in the Senior Center Building are left in the position they were found.
12. Should any damage occur to any furnishings or the building, the person who signs the contract will be held responsible.
13. All cleaning supplies will be furnished by the reservation party.
14. The reservation party shall be responsible for removing all supplies brought to the Senior Center (plates, cups, forks, spoons, knives, plastic wrap, garbage bags, dishes, food, etc.).
15. All garbage should be taken with you.
16. All locked rooms are off-limits.
17. All kitchen equipment is off limits with the exception of the sink and the stove.
18. Before leaving, make sure all lights are turned off and outside doors are locked.
19. Each date reserved constitutes one rental.
20. The person reserving and signing below must be at least 21 years old and must be present at the Senior Center throughout the event.
- 21.. DO NOT USE ANY SUPPLIES THAT BELONG TO THE SENIOR CENTER!

I, _____ have read and understand the above rules and regulations and will be responsible for any and all damages.

Name _____ Phone # _____

Address _____

SENIOR CENTER RENTAL

NAME _____

ADDRESS _____

DATE _____

PHONE _____

CLEANING CHECK LIST

- 1. Sweep and mop floors.
Make sure that there are no sticky substances. _____
- 2. Wipe tables and counters. _____
- 3. Wipe and dry sinks. _____
- 4. Wipe refrigerator and stove. _____
- 5. Empty mop bucket and hang mop in storage room. _____
- 6. Gather trash and carry all trash with you when you leave. _____
- 7. Remove all decorations (and take with you). _____
- 8. Check and clean bathrooms. _____

DO NOT WRITE BELOW THIS LINE

OK _____

TOWN OF KILLEN

CK # _____

KEY RETURNED: YES NO