

## **COMMUNITY CENTER RULES AND REGULATIONS**

The Community Center may be rented to Clarkston Town residents, 21 Years or older, or by groups that include Clarkston Town residents. Rental fees must be paid in advance. Make (2) checks payable to Clarkston Town; one check for rental and one check as security deposit. If you leave the Community Center clean and have complied with these rules, the security deposit will be returned to you. Reservations will be taken on a first-come, first served basis no more than 180 days before. The deposit fee is due at time of booking. Potential reservations may be taken over the phone, but are not secure until a deposit has been secured. The Community Center may be occupied after 7:00 A.M. and must be vacated by 11:00 P.M. No overnight parties or events are allowed

The Town Clerk is in charge of booking the Community Center and arrangements are to be made with the clerk for rental of the center. The key can be picked up from the clerk no more than one (1) day prior to the rental date. The rental fee is due at the time the key is picked up.

Civic groups that contribute to the community, local youth and church groups, with appropriate adult supervision, will be required to sign the rental contract to use the Community Center, with no deposits or rental fees charged for their regular meetings or one day events. They will be required to clean up after their meetings and events and be responsible for any missing items or damage to the building or its contents during their reserved date. Failure to do so may result in not being allowed to use the building again.

### **BUILDING REGULATIONS:**

- No smoking: Smoking is not permitted in the building.
- No alcoholic beverages or other intoxicants are allowed on the premises or property.
- No Animals are permitted in the building, except for service animals.
- Only free-standing decorations are allowed - No thumbtacks, nails, tape, staples, or glue shall be used to attach decorations on the walls or ceilings.
- The use of lit candles or other fire producing devices are prohibited.
- There shall be no rice, confetti, silly string, bubbles, glitter, or bird seed allowed in the Community Center.
- The tables and chairs are not permitted outside of the building.

**RENTERS RESPONSIBILITIES:**

1. **CLEAN THE BUILDING THOROUGHLY AFTER USE:** this includes the kitchen and bathroom. Sweep, mop, and vacuum the floor. The broom, mop, and vacuum cleaner are in the closet. Please be sure to put these away when you are finished.
  - A. If additional cleaning is found necessary, the security deposit will be used for the cleaning.
  - B. Renter is responsible for all damages. Please note any potential problems prior to use. If there is any damage to the building or its contents while being rented, the person renting the community center is responsible and will be billed for the actual cost of repairs, and any or all legal fees incurred.
  - C. **DO NOT LOSE THE KEY.** A fee of \$150 will be charged for a lost key. This is the cost if we have to re-key the building.
2. Remove **ALL GARBAGE** from the premises, including the bathroom waste containers. A black waste container is located outside of the building for trash to be deposited into.
3. Tables and chairs are to be wiped free of crumbs, debris and spills, and put away. The tables go in the closet and the chairs are to be stacked against the wall.
4. When using the kitchen please be sure that the floor is swept and mopped. Please clean all areas that are used including the stove, refrigerator (make sure all contents are out of the fridge), microwave, and counter tops.
5. Make sure toilets are flushed.
6. Make sure windows are closed and locked.
7. Make sure all lights are turned off.
8. During the winter **DO NOT** turn the heat completely off. This may result in frozen pipes and the renter will be responsible for all repairs. Heat should be left at 60 degrees.
9. Lock the door and return key as per agreement.

**FAILURE TO FOLLOW THE RULES MAY RESULT IN NON-REFUND OF SECURITY DEPOSIT.**

**TOWN RESPONSIBILITIES:**

Clarkston Town is not responsible for any equipment, supplies, materials, clothing or other items brought to the Community Center or transported to the Community Center by any group or individual using the center.

**LIABILITY:** Clarkston Town does not assume any liability on any groups or individuals attending functions at the community center.

**RENTAL AGREEMENT**

Name: (Print) \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Rental Date: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_

Time in: \_\_\_\_\_ Time Out: \_\_\_\_\_

Total Hours: \_\_\_\_\_

Deposit Due: \_\_\_\_\_ Received By: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Date Deposit returned \_\_\_\_\_

Rental Fee Due: \_\_\_\_\_ Received By: \_\_\_\_\_ Date Paid \_\_\_\_\_

**For your convenience we have listed a last minute checklist.**

**Clean up Checklist**

- Sweep, mop, and vacuum the floor.
- Empty garbage cans, including the bathroom.
- Wipe tables and chairs, and put them away. The tables go in the closet and the chairs are to be stacked against the wall.
- Make sure toilets are flushed.
- Clean all areas of the Kitchen that are used- stove, refrigerator, microwave, countertops. Make sure no food is left in the refrigerator.
- Make sure windows are closed and locked.
- Make sure all lights are turned off
- Lock the doors
- During the winter **DO NOT** turn the heat completely off. This may result in frozen pipes and the renter will be responsible for all repairs. Heat should be left at 60 degrees.

The person(s) signing this form has permission to use the Community Center and shall be responsible for conforming to conditions set forth above.

I (we) have read and understand, the rules and regulations for use of the Clarkston Town Community Center.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# HOLD HARMLESS AGREEMENT

Clarkston Town Community Center

I, \_\_\_\_\_, ("Lessee") hereby state that I shall defend, indemnify and hold harmless the Town of Clarkston from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys' fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the use of the Clarkston Town Community Center located at 24 South Main in Clarkston, Utah.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Lessee

Witness: \_\_\_\_\_  
Clerk/Deputy Clerk