

## Greenback Community Center Rental Rules

When you rent a room at the Greenback Community Center, we want you to enjoy your event, but it is a privilege and we do have rules that must be followed. Signing this form obligates you to the following:

I will...

1. Make sure that bathrooms are clean and stocked with paper.
2. Take my trash to the recycle center or home.
3. Sweep/vacuum the floors.
4. Clean spills.
5. Clean refrigerator/freezer, if used, taking all my items with me.
6. Clean the stove, if used.
7. Not move any of the permanent Community Room furniture.
8. Not put tape, nails, or push pins on/in the walls
9. NOT HAVE HELIUM BALLOONS in the main room.
10. Supply my own garbage bags and paper towels.
11. Be responsible for the behavior of my guests.

You are to pay your room rental fee, cleaning and key deposit two (2) weeks before your event. Your cleaning and key deposit will be returned to you after inspection of room by cleaning crew and return of key. Please, be sure to take all personal belongings as we can not be responsible for items left behind.

NAME: \_\_\_\_\_

EVENT DATE:

\_\_\_\_\_

PHONE#: \_\_\_\_\_ VENUE:

\_\_\_\_\_  
ADDRESS:

\_\_\_\_\_  
FEES: RENTAL \_\_\_\_\_

\_\_ CLEANING \_\_\_\_\_ KEY \_\_\_\_\_

I agree to all the rules and will be fully responsible for the venue on the above date.

SIGNATURE: \_\_\_\_\_ DATE:

\_\_\_\_\_