

Greenback Community Center Rental Rules

Receipt # _____

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:

1. Make sure that bathrooms are cleaned and trash cans emptied after your event
2. Take trash from your event to the recycle center or home
3. Sweep the floors
4. Clean spills, crumbs, etc.
5. Clean refrigerator/freezer, if used, and be sure to take any items out including ice
6. Refrain from moving any permanent community center décor and or furnishings
7. No use of pushpins, nails, etc. are permitted. If tape is used make sure all tape is removed after event
8. Helium balloons are not permitted in the Upper room due to the ceiling height and fans
9. Key must be returned
10. Supply any extra garbage bags, paper towels, bath tissue, etc. that are needed for your guests
11. Be responsible for the behavior of your guests

The Refundable Deposit must be paid to hold your requested event date. You are to pay your room rental fee at least 10 days prior to your event. The refundable deposit will be returned to you after inspection of cleaning, removal of trash and key placed in dropbox.

Please, be sure to take all personal belongings as we cannot be responsible for items left behind.

PAYMENTS ACCEPTED: Cash, Check, Venmo

NAME: _____ PHONE#: _____

DATE: _____ VENUE: _____ FEES: RENTAL _____ CLEANING _____ KEY # _____

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

SIGNATURE: _____ DATE: _____