

COMMUNITY CENTER RESERVATION APPLICATION

We wish to use the Community Center on: _____

Number of people anticipated: _____ Date: _____ Time: _____ to _____

Purpose: _____

Name of Organization: _____

Name of Applicant: _____

Address: _____

Phone #: _____

I/We agree to the following rules and acknowledge compliance.

1. Complete cleaning of kitchen.
(Includes stove, sinks, countertops and trash removal to the dumpster in the rear of the building.)
2. If you use the dishwasher, please read instructions and clean after use.
3. Stack chairs on side of room and put tables in the closet with tops facing tops and backs facing backs.
4. No removal of any chairs, tables or equipment from the Community Center is allowed.
5. No pets.
6. No beverages which contain dye (ie, Kool-Aid), as it stains the carpet.
7. Floors must be vacuumed where visible dirt is tracked in.
(Vacuum is available in the Storage Closet.)
8. Turn off lights and check restrooms before locking building.
9. LOCK all entry doors. (Community Center doors on the hallway are not locked.)
10. Return the entry key within 5 business days following the event date on this application.

Note: Soap, towels, potholders, coffee, etc., are not supplied.

Signature: _____

Date: _____

Reservation Fee: _____

Approved by: _____

Date: _____

Key Returned On: _____

Community Room Fees Paid are non-refundable.

The Town reserves the right to bill the Organization and/or Applicant for any or all extra cleaning or repairs required resulting from the scheduled event.

Failure to return the key within 5 business days following the event will result in billing for replacement of locks and key inventory.

SEE BACK PAGE