

# MIDDLETOWN CIVIC CENTER RENTAL

## RULES AND REGULATIONS

WE WANT YOUR EXPERIENCE AT THE MIDDLETOWN CIVIC CENTER TO BE SATISFACTORY IN EVERY WAY. WE ASK THAT YOU RESPECT THIS VENUE AND LEAVE IT AS YOU FOUND IT. IF YOU ENCOUNTER DIFFICULTY OF ANY KIND, PLEASE TELEPHONE PATTI SCHWALM, 620-2773.

1. IF YOU HAVEN'T RENTED THIS SPACE IN THE PAST, PLEASE TAKE A FEW MINUTES TO VISIT THE BUILDING TO ENSURE THAT IT WILL MEET YOUR NEEDS.
2. RENTAL SPACE INCLUDES THE FIRST FLOOR, ADJOINING KITCHEN, AND BATHROOMS. THE OFFICE IS NOT PART OF THE RENTAL AGREEMENT. THE SECOND FLOOR IS ALSO NOT INCLUDED IN THE RENT (UNLESS YOU HAVE MADE PRIOR ARRANGEMENTS), SO WE EXPECT THAT YOU NOT USE THE ELEVATOR DURING YOUR RENTAL.
3. THE KEY THAT YOU WILL PICK UP AT THE MUNICIPAL BUILDING WILL OPEN ALL 3 EXTERIOR DOORS, THE TABLE STORAGE AREA NEXT TO THE ELEVATOR, AND THE MOP ROOM NEXT TO THE MEN'S ROOM. REMEMBER: IF YOUR RENTAL IS FOR THE WEEKEND, PICK UP YOUR KEY AT THE UTILITY OFFICE BEFORE 4PM ON FRIDAY.
4. YOU MAY HAVE ACCESS TO THE BUILDING ON THE MORNING FOR YOUR RENTAL DATE FOR SETUP AND/OR DECORATION. WE EXPECT THAT YOU VACATE NO LATER THAN MIDNIGHT.
5. DO NOT USE TACKS, NAILS, OR TAPE OF ANY KIND ON THE WALLS.
6. THE CIVIC CENTER IS A NO SMOKING FACILITY.
7. THE "SEASONED CITIZENS" SENIOR GROUP USES THE FACILITY FOR LUNCHEON ON TUESDAYS. SOME ITEMS MAY BE STORED ON THE REFRIGERATOR DOOR. PLEASE CALL IF THERE'S A NEED FOR REMOVAL.
8. WHEN YOUR EVENT IS OVER, PLEASE STACK CHAIRS NO MORE THAN 4 HIGH ALONG THE WEST WALL. YOU MAY LEAVE ONE 8 FOOT TABLE STANDING. THE REST SHOULD BE FOLDED AND RETURNED TO THE STORE ROOM. (THE LATCH ON THE ROUND TABLES CAN BE STIFF TO FOLD.)
10. THERE IS A VACUUM CLEANER IN THE TABLE STOREROOM. THE KITCHEN SHOULD BE AT LEAST BROOM CLEAN AND THE TABLES AND COUNTERS SHOULD BE WIPED DOWN COMPLETELY.
11. TAKE ALL TRASH WITH YOU WHEN YOU LEAVE.
12. MAKE CERTAIN THAT ALL LIGHTS ARE OFF AND THAT ALL THREE DOORS ARE SECURELY LOCKED. THE RAMP DOOR SHOULD BE PUSHED SHUT COMPLETELY.
13. RETURN YOUR KEY TO THE MUNICIPAL BUILDING ON THE NEXT BUSINESS DAY.

THANK YOU FOR USING THE CIVIC CENTER FOR YOUR EVENT. PLEASE LET US KNOW HOW YOUR EXPERIENCE WAS, OR IF YOU HAVE ANY SUGGESTIONS FOR IMPROVEMENT!

PRINT NAME & DATE: \_\_\_\_\_

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