

TOWN OF BRUCETON COMMUNITY

ROOM RULES & COSTS

This Building has been provided for the benefit of the Community and we are proud of it. Let's all take part in keeping it nice!

To reserve the building, you must be at least 21 years of age, have a valid photo ID and a current credit card for incidentals, cash/check will be allowed by will incur an additional deposit. In addition to the original rental fee, when the key is returned and the building has been checked, if all the rules have NOT been adhered to (see items 1-15 below) you will be charged extra (see over). This amount will be charged to your credit card/taken from your deposit and you will be sent a notice/invoice and receipt.

Thank you for continuing to help keep our building looking nice for our community's use.

1. No utensils or dishes are furnished. You will need to bring your own.
2. **DO NOT ATTACH ANYTHING TO THE WALLS OR CEILINGS.**
3. **NO Alcoholic beverages allowed.**
4. **DO NOT USE GLITTER. (CLEANING COST WILL APPLY)**
5. Return all Tables and Chairs used to their original positions.
6. Do not slide tables or chairs on the floor; lift all furniture **(SCRATCHES TO THE FLOORING WILL INCURR REPAIR COST)**
7. Turn off all appliances (except the refrigerator) before leaving.
8. Clean kitchen counter tops, sinks, refrigerator, rangehood and dishwasher.
9. Sweep floors and Mop restrooms, kitchen and hall.
10. Lock front and rear doors when leaving. Please check rear door from outside.
11. Dispose of all trash (kitchen and restrooms) in the garbage can located at the Fire Station.
12. Any damage to the building or lost keys will be charged to the renter (see over).
13. Please remove all your items from the building when you leave. If anything is left when it is inspected it will be set outside.
14. You must be out of the building by 11:00 pm unless previous arrangements/agreements have been made.
15. **You will be charged for every day that you occupy the room. Example: If you have the room for Saturday and want to decorate on Friday then that will be charge to two days, or if you have the room for Saturday and do not vacate before 11:00 pm you will be charged for Sunday. If you need an additional day please let us know when you reserve the room.**
16. **Leave key in Drop Box at City Hall. If NOT in Drop Box, then an extra charge of \$35.00 for each day key not returned. If on a weekend, the key is to be returned to City Hall no later than 9:00 am Monday morning, please do not assume that the room is not booked for a Sunday, we often have Sunday Bookings.**

Thank you for your help in leaving the community room in the condition you found it in. If any of these rules are violated, you will be charged extra (see over) and will not be allowed to use the building again.

Dates of Use:		Type of Event:		
Contact person and phone number:				
Address:		Driver's License Number:		
Credit Card/Debit information: Visa / Mastercard / American Express Debit / Credit	Name on Card:	Address associated with Card:		
	Card Number:	Expiry Date: (MM/YY)	Security Code:	
Credit Card Holder Signature:				

I hereby agree to abide by these rules and agree to allow the Town of Bruceton to further charge my credit card for any documented damages, cleaning or incidentals as listed below.

Signature

Date

Costs for Bruceton Community Room:

Rental Fee:

Citizens of Bruceton \$ 50.00 per day
 Non-Citizens of Bruceton \$ 75.00 per day
 Deposit \$ 65.00 per day (refundable after inspection)

Total Due at Reservation:

Citizens of Bruceton \$115.00
 Non-Citizens of Bruceton \$140.00

Extra Charges:

Cleaning \$125.00
 Lost Keys \$ 25.00
 Returned Credit Card/Check Fee \$ 30.00
 Damages Labor \$ 25.00 per hour (if outside contractor needed Actual Cost)
 Equipment \$ 25.00 per hour (if outside contractor needed Actual Cost)
 Supplies Actual Cost
 Admin Fee \$ 25.00

The Town of Bruceton verifies that your credit card information will be kept secure and only be used in conjunction with the Rental of the Community Room. The Town of Bruceton also reserves the right to send outstanding charges to litigation. The Town of Bruceton reserves the right to refuse use of the Community Room.

OFFICE USE ONLY		
Deposit Receipt Number:	Paid by: (Cash/Check/Credit):	Condition of Community Room:
Inspection Date:	Inspected by:	