

TOWN OF STEELE COMMUNITY CENTER RENTAL (BEHIND TOWN HALL) revised 01-01-2021

RENTAL FEE

\$175.00 for 5 hours (must be vacated by 10 00 PM)

\$125.00 security deposit (refunded if no damage)

\$300.00 total (check or cash) Write check to Town of Steele

The rental fee must be turned in with reservation form to confirm reservation

YOU ARE RESPONSIBLE FOR RENTED FACILITY AND ANY DAMAGE (ENFORCED BY POLICE DEPT)

GENERAL RULES

1. No glitter, confetti or hay
2. No open flames (lanterns, tikki torches, etc.)
3. Candles must be in safe container
4. The SOFA is not to be moved
5. No furniture is to be moved to outside
6. Tables and chairs must be RETURNED to location shown on back page
7. Caterer must have business license
8. No alcohol on Town of Steele property
9. No smoking in buildings

YOU ARE RESPONSIBLE FOR DAMAGE TO WALLS AND CEILING

1. Nothing is to be removed from walls or ceiling
2. No tape, nails, tacks or anything that will damage walls or ceiling

YOU ARE RESPONSIBLE FOR DAMAGE TO FLOORS

1. Don't drag anything across floor that could damage it (tote boxes, displays, etc.)
2. No toys that could damage floor

RULES FOR KITCHEN

1. Supplies (cups, plates, plastic ware, etc.) are for the Senior Citizen Program. Do not use
2. The only supplies you may use are in the janitor's closet and cleaning supplies above sink
3. You may use the refrigerator, freezer, ice maker, microwave and small coffee maker
4. DO NOT USE RANGE (warmers next to range may be used)

CLEANING RULES

1. You don't have to sweep or mop
2. Remove LARGE food crumbs and trash from tables, floor and kitchen surfaces
3. Tables and chairs MOVED FROM STORAGE must be cleaned before placing back in storage
4. Clean sink if used
5. Mop or wipe spills
6. Place all trash in bags and tie up
7. Place trash bags in cans at back door

I HAVE READ AND AGREE TO THE ABOVE RULES

signature

Name: _____

Address: _____

Phone: _____

Rental Date and Time: _____ Event: _____

Caterer: _____ Ph. _____

Address: _____ License # _____

BUILDING INSPECTION

1. Walls OK yes___ no___
2. Floors OK yes___ no___
3. Kitchen OK yes___ no___

REFUND SECURITY DEPOSIT YES___ NO___

DAMAGE \$ _____

INSPECTED BY _____

