

RENTAL GUIDE
FOR THE ROCKFORD COMMUNITY CENTER

THIS IS A SMOKE FREE FACILITY
NO SMOKING WILL BE ALLOWED BY ANYONE IN THE BUILDING
NO ALCOHOLIC BEVERAGE CONSUMPTION OR POSSESSION WILL BE ALLOWED

FEES FOR THE COMMUNITY CENTER:

Deposit and rental fees must be paid at the time your reservations are made.

*Two separate checks are required: (1) rental fee and (2) cleaning & key deposit

Community Center **\$50.00 + \$85.00** Cleaning & Key Deposit*

You will be responsible for putting up and taking down all decorations, tape, tables, chairs, etc. the same day of rental. Please use only scotch tape to put up decorations.

NO THUMBTACKS OR STAPLES

Use of Kitchen includes use of sink and countertops. The refrigerator for your use is located in the main room, not in the kitchen. Please refrain from using appliances located in kitchen.

Please bring your own supplies: towels, soap, table service, and silverware to use.

For cancellations, City Hall asks for at least a few days' notice before event date. Again if keys are not picked up the Friday before the function the use of room and the \$50.00 usage fee will be forfeited.

The cleaning & key deposit will be refunded if facilities are in the same condition as found before use. The facilities must be clean after usage. Tables & Chairs must be put back where they were before your use. A vacuum, mop, and broom are provided for your use in cleaning the facilities and can be found in the utility room in kitchen or in the main room. Garbage must be bagged and put in the dumpster behind the building. Make sure all outside doors are locked and lights in building are off before leaving. The key must be returned by 3:30 p.m. the following Monday to City Hall.

THE BUILDING MUST BE VACATED BY 10:30 P.M.

The parties who have rented the facilities are responsible for making sure all rules are obeyed. They, along with any violator, can and will be charged for damages that are incurred while the center is being rented. If any damage is done to the building while rented, repairs must be paid for by the renter. At any time, Law Officers or the Mayor can make an inspection of any party or gathering within the building. If laws are being violated the party will be shut down at the discretion of Law Officers or the Mayor.

Please report to us any problems or areas that need attention, so it can be of good use to the next renter. If you have any complaints or praises let us know so we can relay the messages to the proper people. If you need any help or have any difficulties while using the center please call:

CITY CLERK – PAM HOPPER
DEPUTY CLERK – JESSICA DOW

