

TOWN OF NEW SITE – COMMUNITY ROOM, PAVILION, & PLAYGROUND AGREEMENT

1. The rental fee is \$100.00. Payment may be made the Friday before the activity. A key to the Community Room door will be given at this time. ***\$20.00 will be refunded to the renter after the key has been returned to the office of the town clerk, there is no damage accessed to the Community Room or Building, and all clean-up has been completed. Due to the fact that other events may be scheduled before or after your event, it is imperative that all rules be followed.***
2. An adult, 21 or older, must be responsible for renting the Community Room and will be held responsible for any damages that might occur. The renter must be present at all times. (ex. decorating, clean-up, etc.)
3. All types of **water slides** are **prohibited**.
4. All birthday parties or meetings where minors are to participate must be properly chaperoned by an adult, 21 or older. The chaperones will be held responsible for the conduct of the minor, so therefore, we encourage proper supervision of everyone's actions inside and outside the Community Room.
5. You will need to provide your own dish towels. No loitering will be allowed outside the building while an activity is going on in the Community Room. No alcoholic beverages or any controlled substance will be allowed.
6. ***NO SMOKING*** will be allowed in the Community Room, kitchen, or bathrooms. Please use the cigarette butt can that is located outside the Community Room Building in the designated area for smoking. Please make sure there is no trash thrown into butt can at time of use. This has been known to start small fires.
7. All chairs and tables are located inside the storage room. **Please return them to the storage room after they have been wiped with wet cloth.** The Community Room is to be left clean and free of decorations, party supplies, and anything brought in for the function. **Do not hang or tape anything to the ceiling tiles or walls.**
8. **The kitchen is to be left clean and in order.** Please do not leave anything in the refrigerator. Anything left will be thrown away. **All countertops are to be wiped with wet cloth.** Brooms, mops, etc. are in the kitchen pantry. **All floors must be swept and mopped before leaving.**
9. The air conditioner/heating control is located on the wall across from the back entrance. Set your desired temperature and make sure you turn it off before leaving.
10. Check the bathrooms and make sure they have been left clean and the lights have been turned off. Make sure all doors to the bathroom stalls are left unlocked. **Bathroom floors must be swept and mopped. Bathroom trash must be emptied.**
11. You must be out of the building by 11:00 p.m. **Please make sure all lights have been turned off and all trash has been taken out.** There are trashcans located outside the Town Hall for disposal of trash, there is also a larger dumpster located behind the New Site Volunteer Fire Department. **Please make sure all trash is picked up outside around Pavilion and Playground areas.**
12. After you have locked up, please drop the key in the NIGHT DEPOSIT. After inspection has been completed and found satisfactory, you will be mailed a \$20 refund check. If inspection is not found satisfactory, forfeiture of refund will be notated.

I, the renter of the Community Room, Pavilion, & Playground, do hereby agree to follow the above listed rules. Should any questions or issues arise during the time of your rental please contact one of the numbers below.

Key # _____

Date: _____ Phone# _____

Witness:

Name of Renter

Shelia Fuller-Town Clerk
256-794-4430

Signature of Renter

Brittany Brown-Asst. Town Clerk
256-307-9128

Address of Renter _____