**Town of Sullivan**

**Community Center Rental Requirements**

**CODE OF CONDUCT**

The Town of Sullivan wishes to make the Community Center an inviting location for your event. Helping us take care of the facility will ensure the facility remains inviting for many years to come. Thank you in advance for helping us maintain this historic building.

* Facility renters will be held responsible for the actions of their guests
* Destruction of property and/or abusive language and behavior will not be tolerated
* Weapons are strictly prohibited within the confines of the facility.
* The Town of Sullivan reserves the right to refuse or cancel any event deemed not in the overall best interest of the patrons or citizens.
* No illegal drugs of any kind are allowed on Town of Sullivan property
* Guests MUST stay on Town of Sullivan property and not encroach upon surrounding residents’ yards
* No smoking allowed inside the Community Center.
* The rental period ends at midnight. All rental activities (including Band, DJ, or other music) MUST terminate by midnight. Cleanup may extend beyond midnight if done quietly.
* Everything must be cleaned up by noon the following day.
* Any damages or theft of Town of Sullivan property would be additional charges and renter subject to no further rental of the Community Center.
* Any items brought into the Community Center by the renter must be removed upon departure.
* The Community Center can ONLY be rented by Town of Sullivan residents, who must attend the event.

**CLEANING CHECKLIST**

* All tables/chairs must be wiped down with damp cloth, and stored in their original location
* All other items must be returned to their original location.
* Trash should be bagged up, and put in the garbage cans located outside next to the building.
* If using the kitchen, the counters must be wiped down, and refrigerator emptied out.
* FIRST use wet mop to clean up any wet/sticky areas on the floor. Mop and bucket are located in the hallway by the steps leading to the stage. Water for bucket and cleaning supplies are located in the closet next to the sink in the men’s bathroom
* AFTER wet spots are mopped up, then you must sweep the floor using the DRY mops/brooms/dustpans.
* Turn off all lights
* Lock all doors

**CHARGES**

* Community Center rental is $25 per hour for 1-4 hours. Anything over 4 hours will be $200. This amount is to be sent in with signed Rental Agreement and must be in the form or cash or Certified Check. Kitchen use is an additional $25.
* Security Deposit amount is $150 for 1-4 hours and $300 for over 4 hours. It must be sent in with the signed Rental Agreement in the form of cash or Certified Check.
* If any of the items in CODE OF CONDUCT or the Cleaning Checklist are violated, your Security Deposit will not be returned.
* If any items are damaged or stolen, you will be charged in addition to forfeiting your Security Deposit
* If there are no damages or cleaning to be done after you’ve left, your Security Deposit will be returned within 30 days.

**Town of Sullivan**

**Community Center**

**Rental Agreement**

Date(s) requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OFFICE USE ONLY

Time requested: from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_ Rental Fee received: \_\_\_\_\_\_\_\_\_\_\_\_

Estimated attendance: \_\_\_\_\_\_\_\_ Kitchen Fee received: \_\_\_\_\_\_\_\_\_\_\_

Reason/Event for rental: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Security Dep received: \_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TOTAL RECEIVED \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Deposit Returned? Y or N

Phone number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Returned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reason not returned: \_\_\_\_\_\_\_\_\_\_\_\_

Rental fee and Security Deposit must be in the form of cash or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certified Check and must be sent in with signed agreement to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***Town of Sullivan*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***N3866 West Street***  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***Sullivan, W 53178***

***Renter hereby acknowledges receipt of Town of Sullivan Community Center Rental Requirements.***

Renter printed name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Renter signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Money and agreement received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Revised 9/2017