City of Eunice
Community Center Regulations

It is understood and agreed that the following will be adhered to using the Eunice Community Center.

1. It shall be announced at least twice (2) during the course of any event that no alcoholic beverages will be permitted in the buildings, adjacent streets, or alleys.

2. The person(s) leasing the Center shall be responsible for insuring that nothing will be attached to the walls, ceiling or ceiling fans. This includes various types of tape.

3. There shall be no admittance into the electrical room except by authorized personnel.

4. Immediately following an event the person(s) in charge of the event shall insure that all decorations and props, if used, are removed. Tables and chairs shall be returned to the storage room and stored in an orderly manner. The floor shall be swept and mopped.

5. The kitchen area shall be left cleaned and all garbage and refuse shall be placed in the dumpsters behind the building. No food shall be left in the refrigerator.

6. Refuse in bathrooms shall be removed. All commodes and urinals shall be flushed.

7. No smoking is permitted in the Community Center building.

I/We ___________________________, hereby accept the conditions of the building and facilities of the Community Center as viewed upon inspection. If any regulations are not adhered to, our deposit could be forfeited.

Signature: ___________________________ Date____________________

City of Eunice Inspector: ___________________________ Date__________________
IMPORTANT NOTICE!!

TO ALL COMMUNITY CENTER RENTERS

Please check all electrical plugs at the Community Center before renting to assure that the outlets available will meet your required needs for electrical equipment. If they do not meet your required needs, you will be responsible to hire a licensed electrician (at your expense) to make the necessary changes.
Drinking fountains-clean and remove all trash left in fountains (fee $25.00)

BATHROOMS-Men’s & Women’s

Floors- sweep and mop all floors (fee $50.00) Remove all tape, gum, etc. left on floors (fee $10.00/ item)
Walls- Remove all décor, tape, scuff marks, etc. (Fee $10.00/24”x24”)
Doors- clean and remove scuff marks, stains, gums, etc. (Fee- $20.00/door)
Sinks- clean and remove any trash left in sink (fee $10.00)
Mirrors- clean all mirrors (fee $10.00)
Toilets- flush and clean all toilets (fee $50.00)
Paper holders- broke (fee $10.00)
Hand paper dispenser- clean and if damaged (fee $25.00)
Door Hinges- broken (fee $20.00 each)

All trash must be picked up in and around the Community Center, this includes across the street or anywhere else your guest might have parked. Dispose of all trash in the dumpster behind the building. (Fee $100.00) All trash cans should be cleaned (fee $5.00) Broken trash cans (fee $30.00)

All mops and buckets should be clean. Mops should be hung outside. (Fee $10.00 ea.)

Amount Due $_________
If anything in the facility is damaged during the event, it will be the renter’s responsibility to pay for damage.

I/We hereby accept the conditions of the building & facilities of the Community Center as inspected.

Renter__________________________    Date__________

City of Eunice Inspector____________________  Date__________