

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 scuffmarks, stains, gums, ect. (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** _____