REGULATIONS FOR USE OF HAWLEY COMMUNITY CENTER

1. All requests for use of center shall be placed through City Hall and the City Secretary. Reservations may be made no more than 90 days in advance with a minimum of 2 weeks prior to the event.

2. Keys for the center shall be acquired from City Hall and returned to same in a timely manner to assure that all deposits are returned. Renters are responsible for locking all doors, closing and locking all windows, and closing and locking dumpsters prior to leaving the facility.

3. A deposit of $150 shall be placed with the City Secretary to assure that all rent conditions are met. Renter also understands that said agreement renders them responsible for all damage above and beyond normal use in excess of $150. Cancellation of reservation must be made 7 days in advance to yield full deposit refund.

4. The site shall be presented clean prior to the rental, and the renter shall be responsible for returning site to same condition of cleanliness: the renter shall be responsible to CLEAN all surfaces including restrooms and appliances, VACUUM RUG, SWEEP, & MOP the site in order to receive a full refund of deposit. All trashcans must have a new bag, be clean and free of debris.

5. The prospective renter or their representative and a city employee will be required to perform a pre-rent inspection and a post rent inspection in order to ascertain that all rent conditions are met.

6. The renter shall be responsible for supplying their own paper goods, cleaning products, etc.

7. Proper use of all appliances, to include stove, refrigerator, etc. shall be observed.

8. All furniture shall be returned to its original location prior to post rent inspection.

9. No solicitations or trade for profit shall be entered into during rental agreement.

10. The City of Hawley assumes no liability for lost or missing personal articles that may arise during the use of the site.

11. All normal and customary safety practices shall be observed during use of the site to include proper storage of perishables, keeping walking areas free of litter, and maintaining proper air flow and ventilation for all cooling and heating equipment.

12. Smoking only in designated area outside of community center.

13. Driving and parking around or behind the building is prohibited. Do not park on neighboring landowners’ property without permission. If you need additional parking, you may park along the shoulder of Avenue E (except where prohibited) as well as 8th Street by City Hall.

14. The site shall be rented at the following rate:

* $100 per day WITH a Hawley address
* $200 per day WITHOUT a Hawley address

**I HAVE READ THESE RULES AND REGULATIONS AND AGREE**

**TO ABIDE BY SAID RULES CONCERNING USE OF THE**

**HAWLEY COMMUNITY CENTER**

SIGNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TO BE COMPLETED BY OFFICE**

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RENTAL DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RENTAL TIME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_

STATUS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPOSIT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHARGE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WITNESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_