

# City of St. Louis Community Center Rules and Regulations

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## Room Application & Renewal:

All reservations for the use of the Community Center shall be made through the City Clerk's Office using the appropriate Application Form. Requests can be made up to 6 months prior to your event but at a minimum should be made at least five (5) business days before the event. City functions will take priority. The City reserves the right to cancel any reservation, with a written 30 day notice, if it interferes with a City Event. Reservations will be made on a first come, first serve basis. Reservations are not complete until deposits and insurance confirmations have been accepted by the City Clerk's Office.

Repeated use must be considered/approved by the City Manager and should not be in such a manner that it is intended to prohibit the use by others.

## Rental Rates:

		Resident	Non-Resident
Community Room/Kitchen	Weekdays - Business Hours	\$ 100	\$ 125
	Weekdays - Evening 6pm to 10pm	\$ 100	\$ 125
	Weekends/Holidays 8am-Midnight	\$ 200	\$ 250
Multipurpose Room	Weekdays 8am-Noon	\$ 30	\$ 40
	Weekdays 1pm-5pm	\$ 30	\$ 40
	Weekdays 6pm-10pm	\$ 70	\$ 85
	Weekends/Holidays 8am-midnight	\$ 100	\$ 125

## Deposits:

A deposit equal to the rental rate will be made at the time of the reservation. This deposit will be returned if the rental is cleaned and without maintenance at the conclusion of the event.

An additional, refundable, fee of \$100, shall be paid at the time the rental agreement is filed with the City Clerk's Office for any weekend/holiday rentals scheduled from November 1 through March 31 to reimburse the City for clearing snow from the parking lot to accommodate a scheduled event. This fee will be refunded if snow does not have to be plowed, either because it did not snow or due to cancellation of the event (proper cancellation of an event is 30 days in advance). Should both the community room and the multipurpose room be rented on the same day, the snow removal fee will be split evenly between the parties.

The Security deposit and snow plowing fee will be required for all events not sponsored by the City. All groups and individuals, without exception, shall deliver the applicable security deposit to the City Clerk's office prior to being granted permission to use the Community or Multipurpose Room. The responsible individual acknowledges and grants the City sole discretion for the return of the security deposit in the event the City Community Center Use Policy is not followed in its entirety.

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An itemized billing will be given in the event of deposit forfeiture. Any damages or cleaning in excess of deposit amount will be billed to the renter and shall be paid in full no later than one month following the date on the invoice.

## **Responsible Party:**

Responsibility for the use of the facilities shall rest upon the adult applicant (21 years of age or older) who signs the Rental Application and Agreement.

In completing the application for rental, each individual, organization or group must indicate a designated responsible member. This individual will sign the application, stating he/she has read and will abide by the usage policy. Responsibility shall include control of the group using the rooms and keeping the rooms clean. If the rules and regulations for using the facilities are not complied with, this individual will be contacted and possible further use may be denied.

## **Cancellations:**

All cancellations will be subject to a \$35 administration charge. Cancellations made prior to 30 days before the scheduled event will be reimbursed their deposit less the administration charge. Cancellations made 29 days or less prior to the event will not be reimbursed their deposit fee unless the facility is subsequently rented out for that date.

The City reserves the right to cancel any reservation, with a written 30 day notice, if it interferes with a City Event or operations. In such a case, every reasonable effort will be made to provide the renter with adequate advance notice. We anticipate that this would be necessary to accommodate an election. In most cases City events are planned well in advance.

## **Room Accessibility & Keys:**

The community center will be locked when not scheduled for use or when the Municipal Building is not open. You must make arrangements to get the key during regular business hours of the Clerk's Office the day before your event. Keys must be put into the drop box at the City Hall Main Entrance immediately following the rental event. The security deposit will be forfeited if key(s) are not returned.

You will receive instructions on entry, cleaning, and locking down the building as applicable to the rooms that are rented.

The hallway that goes from the Main City Hall/Police Entrance in front of the municipal offices and the council chambers is off limits. Please restrict your guests from roaming the hallway.

The community room and multipurpose room share the hallway and restroom common areas. There may be another event going on at the same time as yours, so do not plan on exclusive use of these areas.

The Patio on the river side of the building is a common area but can be reserved to be used primarily by those who have an event in the community room, weather permitting.

Generally it is expected that you will complete clean-up and will have vacated the building within a half hour of your rental conclusion. For weekend full-day rentals you have one hour for clean-up.

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The Renter is responsible for cleanup and removal of decorations. All trash must be bagged and deposited in the dumpster located on the northwest corner of the property (by the pool house). All personal property must be removed from the premises at the conclusion of the event.

You must sign and date the checklist and return it in the drop box with the key.

## **Display & Decorations:**

Decorations shall be free standing. Nothing may be attached to the walls or ceiling in any way. No loose decorations such as confetti or glitter may be used. Birdseed or rice may not be thrown, inside or outside, on patio, walkways or parking areas.

## **Tobacco:**

There will be NO TOBACCO PRODUCTS in the building.

**SMOKING IS PROHIBITED** throughout the Municipal Building, including the Riverside Patio, or within 8 feet of any entrance.

Those renting are responsible for cleaning up Cigarette butts around the entrances, including the landscaping areas.

Individuals wishing to smoke should go off the municipal grounds or in their vehicle.

## **Alcoholic Beverages:**

In general the use of alcoholic beverages within the Municipal Building is prohibited. There is NO alcohol allowed on the riverside patio or outside the building at any time.

A private function may only serve alcohol after providing the City with a Host Liquor Liability Insurance certificate with a minimum \$300,000 liability limit. This must be provided 15 days prior to your rental to be allowed to have alcohol in the facility.

A ticketed or fund raising event with Alcohol or any cash bar event will require a special use liquor license and a certificate of commercial liquor liability insurance showing liability limits of not less than one million dollars. If using an alcoholic beverage caterer, the caterer's insurance shall satisfy this requirement provided it has at least liability the limits stated above. License and insurance certificate must be provided 30 days prior to the event.

When the facility is booked for a "high school" graduation open house/gathering/party (or any event where a significant amount of the participants are minors) alcohol is strictly prohibited.

## **Food/Beverages:**

Food cannot be prepared and cooked in the Community Center. Food that is prepared and cooked may be brought into the building in warmer pots and served. The kitchen is intended to keep food warm and serving, not to cook the meal in. Food is allowed in the multipurpose room but you should note that there is no kitchen access so please limit to simple snacks. You should avoid red punch. You will be charged for carpet cleaning in the event of stains on the carpet. **You are responsible to bring in all supplies you need, including garbage bags.**

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Weekend rentals are from 8am to midnight. The party is over at midnight and you have until 1am to clean up and vacate the building. Not being out on time will be a cause for forfeiture of a portion of your deposit.

## Capacity

Please note that the maximum capacity of the rooms as determined by the Fire Chief is larger than the amount of tables and chairs that the City has to provide.

- Community Room = Max of 134 seated or 287 with no tables
- Multipurpose Room = Max of 74 seated or 160 with no tables

## Equipment/Furnishings Available:

### **Community Room/Kitchen.**

- 3 basin sink, prep table
- 4 burner stove with double oven
- glass front commercial refrigerator
- small chest freezer for ice storage
- 15 - five foot round tables
- 4 -eight foot rectangular tables
- 100 banquet chairs
- 32 gallon trash bin

There are NO supplies, dishes, pans or utensils in the kitchen.

### **Multipurpose Room.**

- 8 - 18"x 6 foot tables
- 24 banquet chairs
- 16 other chairs
- Portable dry-erase board
- Two - 13 gallon trash bins

## Community Center Maintenance and Cleanup Procedure:

The room must be left in a clean condition. You will receive a checklist of items that are to be checked before and after your rental. Any items not listed in satisfactory condition prior to your event must be reported to the City Clerk's office during business hours or to the City Police if a weekend change over (call 875-7505 and ask that the officer be sent to the city community room). This should happen before you do any set up to help protect your deposit from forfeiture.

There will be a limited amount of paper products on hand for stocking bathrooms. All other supplies are the renter's responsibility, including cleaning supplies and trash bags.

**P:/forms/rental policy procedure/room use rules**

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## **Chaperones:**

In the event of minors using the meeting room, there shall be at least two adult chaperones present for every 25 minors in the facility. Chaperones are required to be in attendance during the entire event.

## **Animals:**

Animals are not allowed in the Community Center, with the exception of service dogs for the blind or handicapped.

## **Behavior:**

Anyone using the facilities or being on the premises of the Municipal Building and grounds will be expected to exhibit proper behavior at all times. Failure to comply with the requirement can result in forfeiture of future use of this facility. Disorderly conduct or vandalism may result in immediate expulsion or arrest. Courtesy must be displayed during Municipal Building work hours. The rooms are checked frequently for wall and equipment damage. If your group discovers any damage or is responsible for any damage, please notify the Clerk's Office immediately.

## **Heating/Cooling:**

Heating and air conditioning are pre-set and programmed and should not be adjusted.

## **Snow Removal:**

Need for parking lot snow removal will be determined by the City's DPW Superintendent. Snow removal around the entrance and walkways will be the responsibility of the renter. There is a snow shovel located in the entry way (or in the Janitorial closet).

## **Noise:**

Noise ordinances apply. There are residential homes close by the municipal building. If you think it may be questionable, walk outside in the parking lot and if you can hear the music, go back in and turn it down.

## **Police:**

The City Police have access to the building at all times and have the authority to monitor your event as they see fit. You should expect that they will drop in during your event at some point.

## **City Contact:**

If you have a maintenance issue during your event you should contact the Clerk's office, if during business hours 989-681-2137. If you need something in the evening or on the weekends you should call central dispatch at 989-875-7505 and ask them to: "Please have the City of St. Louis Police Officer on duty stop by the Community Room."

## **Compliance and Indemnification:**

Renter will comply with all laws of the United States and the State of Michigan, with all ordinances of the City of St. Louis and the City's rules and regulation (which are incorporated herein by this reference),

# City of St. Louis Community Center Rules and Regulations

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in its said use, and will not permit anything to be done in violation thereof. If the renter violates any of the terms or conditions of this Agreement, City shall have the right to immediately terminate this agreement without notice or refund, and City may pursue all of its rights and remedies at law or in equity including, without limitation, the right to recover court costs and attorney fees. Renter releases the City from and waives all claims for damages to person or property sustained by Renter or by any occupant of the St. Louis Community Center or by any other person, resulting directly or indirectly from fire or other casualty, or any cause or any existing or future condition, defect, matter or thing in or about St. Louis Community Center, or from any act or neglect of any other acceptant of the St. Louis Community Center or any part thereof or of any other person. Said release and waiver shall apply especially, but not exclusively, without distinction as to the person whose act or neglect was responsible for the damage and whether the damage was due to any of the occurrences specifically enumerated above, or from any other thing or circumstance, whether of a like nature or of a wholly different nature. If any damage to the St. Louis Community Center or any equipment or appurtenance therein, whether belonging to City or to other occupants of the St. Louis Community Center results from any act or neglect of Renter, its agents, guests, licensees or invitees, Renter shall be liable therefore and City may at its option repair such damage and Renter shall upon demand by the City reimburse the City for all costs and expenses of such repairs and damages in excess of amounts, if any, paid to City under insurance covering such damages. All personal property belonging to Renter, its agents, guests, licensees or invitees shall be there at their respective risks and City shall not be liable for damage thereto or theft or misappropriation thereof. To the extent not prohibited by law, Renter hereby indemnifies, protects, defends and holds harmless City from and against any and all loss, damages, liabilities, claims, liens, costs and expenses, including without limitation, reasonable attorneys' fees, in connection with injuries to any persons or damage to or theft or misappropriation or loss of property occurring in or about St Louis Community Center or arising from the Renter's occupancy of the St Louis Community Center or presence at St. Louis Community Center or from any activity, work, or thing done, permitted or suffered by Renter or about St. Louis Community Center or from any breach or default on the part of Renter in the performance of any covenant or agreement on the part of Renter to be performed pursuant to the terms of this agreement, or due to any other act or omission of Renter or any of its employees, customers agents, lessees, invitees or contractors. Notwithstanding the foregoing, no agreement of Renter in this section shall be deemed to exempt Renter from liability or damages for injury to person or damage to property caused by or resulting from the gross negligence or willful misconduct of City, or it directors, officers, agents or employees. In the event that City prevails in any litigation regarding this agreement, renter shall pay City's reasonable attorney fees and court costs.



# This Document Is Yours To Keep

## Please Read It Thoroughly and Hold Onto This For Your Rental City of St. Louis Community Center: Insurance Coverage Requirements

Many homeowners insurance policies provide for **host liquor liability coverage**. **This extends your homeowners insurance coverage to the City Community Building as an “additional insured.”** Whether you want beer, liquor, or “one sip” of champagne, this insurance certificate is required to allow any alcohol whatsoever on the premises. **Without this insurance, no alcohol may be brought into the building.** If alcohol were brought into the building without this insurance, even accidentally, the building and event would be shut down immediately and vacated. We want to ensure your event goes as smoothly as possible, so we cover this issue ahead of time. The following is a list of details you need to know when you speak with your insurance provider:

1. Renter must obtain the appropriate license and insurance coverage adding the City of St. Louis as named insured.
2. The City of St. Louis **requires proof of liability coverage** from the renter in the form of a certificate of insurance that names the renter as the insured, states the **liability limit** with a **minimum of \$300,000** and also names the City of St. Louis as an additional insured. This certificate of insurance must be completed and in our office **not less than 15 days before your scheduled rental**, or no alcohol will be allowed. We have a small staff and cannot accommodate last-minute searches or monitoring for insurance certificates. **The recommended liability limit is \$1,000,000.**
3. **Required wording on certificate:** “Comprehensive Personal Liability extends to use of rental facilities and also provides host liquor liability coverage.”
4. Policy effective and expiration dates are the date of your scheduled rental and the following day. This is why we allow rentals to have alcohol and music until midnight. At midnight, the party is over!
5. **Certificate Holder:** City of St. Louis Community Center  
300 N. Mill Street  
St. Louis, MI 48880
6. Have your insurance provider fax this certificate on letterhead to us at 989-681-3842, email to [mryder@stlouismi.com](mailto:mryder@stlouismi.com), or deliver it directly to us. The postal office does not always guarantee prompt delivery, so if it will be close, we would recommend personal delivery of the certificate to our offices. Remember, 15 days prior to your rental is the absolute deadline if you want to have alcohol.
7. Should you have difficulty obtaining this insurance through your homeowners insurance provider, some insurance agencies offer one-time policies just for host liquor liability. It can be costly, and they usually need several weeks to obtain the document, but it will fulfill these requirements if alcohol is necessary.
8. **ABSOLUTELY NO ALCOHOL IS ALLOWED OUTSIDE THE BUILDING.** The St. Louis Police Department is very strict about this and individuals may go to jail as a result.
9. “Uninvited guests”: In the event you have uninvited guests, ask them to leave. If they do not leave, then call central dispatch immediately at 989-875-7505, and for an emergency or dangerous situation call 911. We don’t want anyone to put your deposit in jeopardy or spoil your event.



# Community Room Rental Check-List --- Return For Deposit Refund

Before Rental	After Rental	<b>Women's Restroom Items to be checked Before and After Rental</b>	
		Floors are free of paper towels/garbage	
		Toilets are not plugged and flush properly	
		Garbage container is available/nearly empty in restroom	
		Doors on restroom stalls are not damaged	
		there are no dents or holes in the walls or scuff marks	scuff marks need to be removed
		Water or spills have been cleaned up	
		Garbage has been properly disposed of	All trash should be bagged and placed in the dumpster on the North/west corner of the property
Before Rental	After Rental	<b>Men's Restroom Item to be Checked Before and After Rental</b>	
		Floors are free of paper towels/garbage	
		Toilets/urinals are not plugged and flush properly	
		Garbage container is available/nearly empty in restroom	
		Doors on restroom stalls are not damaged	
		there are no dents or holes in the walls or scuff marks	scuff marks need to be removed
		Water or spills have been cleaned up	
		Garbage has been properly disposed of	All trash should be bagged and placed in the dumpster on the North/west corner of the property
Before Rental	After Rental	<b>Main Banquet Hall/Kitchen</b>	
		Floors have been swept and are free of garbage/spills	This includes hallway/entryway
		Tables & Chairs are put back	Per diagram in kitchen
		No bags containing garbage remain in the room	
		No Balloons/Decorations Remain Inside/Outside The building	All trash should be bagged and placed in the dumpster on the North/west corner of the property
		Stove/burners have been turned off	
		Everything has been removed from the Refrigerator and Freezer	
		Stove, Sink, refrigerator and Counters have been wiped down	
Before Rental	After Rental	<b>Outside the Building Item to be Checked Before and After Rental</b>	
		No Garbage has been left outside the building	All trash should be bagged and placed in the dumpster on the North/west corner of the property
		no cans/bottles are outside the building	
		Flower beds/landscaping is free of garbage/debris	especially cigarette butts
	After Rental	<b>Event Conclusion</b>	
		Maintenance keys are hung back up in the mop closet	
		All doors are locked	
		Lights are off	Light switch on far left should be left on
		this checklist is complete and signed	
		Key and checklist put in the drop box	drop box to the right of the City Hall Entrance

Any item which is not in the listed in acceptable condition prior to occupancy of the building **MUST** be reported to the City Clerks Office immediately. If a weekend rental you will call 989-875-7505 and ask to have the City of St. Louis Officer on duty to report to the Community Center. This will help protect your deposit from forfeiture.

**RETURN THE COMPLETED CHECKLIST in City Hall Drop Box upon completion of rental to receive your deposit refund.**

Rental Date: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Renter's Signature: \_\_\_\_\_

# Community Room Rental - Opening & Closing Procedure

Thursday, October 22, 2015 2:08 PM

## Entry to the Building

You have a key fob and 2 keys. The key fob gets you into the building by way of the outside kitchen door located on the south side of the building. You will use this door only to gain access to the building. You will have your guests use the main community center entry doors to come and go from your event.

Use fob for entry through the community kitchen.



The door across the kitchen goes into the Community Room. Then the entryway is the double doors that will be to the left. Use the key marked "AC1" and "Community Room" to unlock those doors from the hallway. You can go out to the hallway but not back in without unlocking. You can also keep the doors propped open by twisting the cylinder at the top of the door mechanism. Likely you would do this unless someone else happens to be renting the multipurpose room.



## Open the outside door for your guests.

To allow your guests entry into the building from the Main Community Center Doors, you will need to locate the allen wrench needed to keep the doors open. (be sure to put the allen wrench back).



You need to use the allen wrench to unlock 3 of the doors. The second one from the left will not unlock with the allen wrench. To make them stay unlocked, you **push in the escape bar in** and then **turn the allen wrench in the hole** to that is to the left or right of the bar (depending which way it opens).



## Bathroom Supplies – Cleaning Equipment

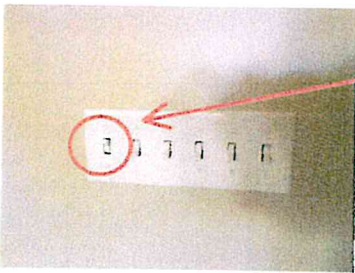
There are no cleaning supplies provided. You should have brought anything you needed with you. There are paper products for the bathrooms in the janitor/maintenance closet. The key marked "AC3" and "Mop Closet" gains you entry into this room (it is the second door on the left if you are entering the building from the main entrance). You will find first a set of keys hanging on the wall that open the paper towel holders, toilet paper holders and the soap dispensers. Refill products should be on the shelf. These are here only to restock the restrooms. If an unreasonable amount of products are missing after your rental you will be charged for them. Also in the closet is a bucket and mop (for spills), brooms and the vacuum cleaner.

## Closing down.....

Bag and take your trash to the dumpster located in the Northwest corner of the property. (the Police and employee drive up by the pool house).

Make sure you lock all the doors that you unlocked. The community center entry doors should be locked immediately when your event has concluded. You will use the allen wrench to re-engage the locking system. People can still exit the building they just can't come back in from the outside. Make sure the bar pops out so the door will lock on exit.

Lights in the hallway, bathrooms, and kitchen are all on sensors and will shut themselves off eventually. In the community room please shut off all the lights except the switch on the far left.



Review and check off the rental checklist for cleaning and returning the room to the way you found it. Sign the checklist and place it and the keys in the drop box located to the right of the City Hall/Police entry doors.



# Multipurpose Room Rental Checklist --- Return For Deposit Refund

Before Rental	After Rental	<b>Women's Restroom Items to be checked Before and After Rental</b>	
		Floors are free of paper towels/garbage	
		Toilets are not plugged and flush properly	
		Garbage container is available/nearly empty in restroom	
		Doors on restroom stalls are not damaged	
		there are no dents or holes in the walls or scuff marks	scuff marks need to be removed
		Water or spills have been cleaned up	
		Garbage has been properly disposed of	All trash should be bagged and placed in the dumpster on the North/west corner of the property
Before Rental	After Rental	<b>Men's Restroom Item to be Checked Before and After Rental</b>	
		Floors are free of paper towels/garbage	
		Toilets/urinals are not plugged and flush properly	
		Garbage container is available/nearly empty in restroom	
		Doors on restroom stalls are not damaged	
		there are no dents or holes in the walls or scuff marks	scuff marks need to be removed
		Water or spills have been cleaned up	
		Garbage has been properly disposed of	All trash should be bagged and placed in the dumpster on the North/west corner of the property
Before Rental	After Rental	<b>Multipurpose Room</b>	
		Floors have been swept and are free of garbage/spills	This includes hallway/entryway
		Tables & Chairs are put back	Per diagram
		No bags containing garbage remain in the room	
		No Balloons/Decorations Remain Inside/Outside The building	All trash should be bagged and placed in the dumpster on the North/west corner of the property
Before Rental	After Rental	<b>Outside the Building Item to be Checked Before and After Rental</b>	
		No Garbage has been left outside the building	
		no cans/bottles are outside the building	All trash should be bagged and placed in the dumpster on the North/west corner of the property
		Flower beds/landscaping is free of garbage/debris	especially cigarette butts
	After Rental	<b>Event Conclusion</b>	
		Maintenance keys are hung back up in the mop closet	
		All doors are locked	
		Lights are off	Light switch on far left should be left on
		this checklist is complete and signed	
		Key and checklist put in the drop box	drop box to the right of the City Hall Entrance

Any item which is not in the listed in acceptable condition prior to occupancy of the building MUST be reported to the City Clerks Office immediately. If a weekend rental you will call 989-875-7505 and ask to have the City of St. Louis Officer on duty to report to the Community Center. This will help protect your deposit from forfeiture.

**RETURN THE COMPLETED CHECKLIST in City Hall Drop Box upon completion of rental to receive your deposit refund.**

Rental Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Renter's Signature: \_\_\_\_\_

# Multipurpose Room Rental - Opening & Closing Procedure

Thursday, October 22, 2015 2:08 PM

## Entry to the Building

You have a key fob and 3 keys. The key fob gets you into the building by way of the normal City Hall/Police Entrance. You will use this door only to gain access to the building. You will have your guests use the main community center entry doors to come and go from your event.

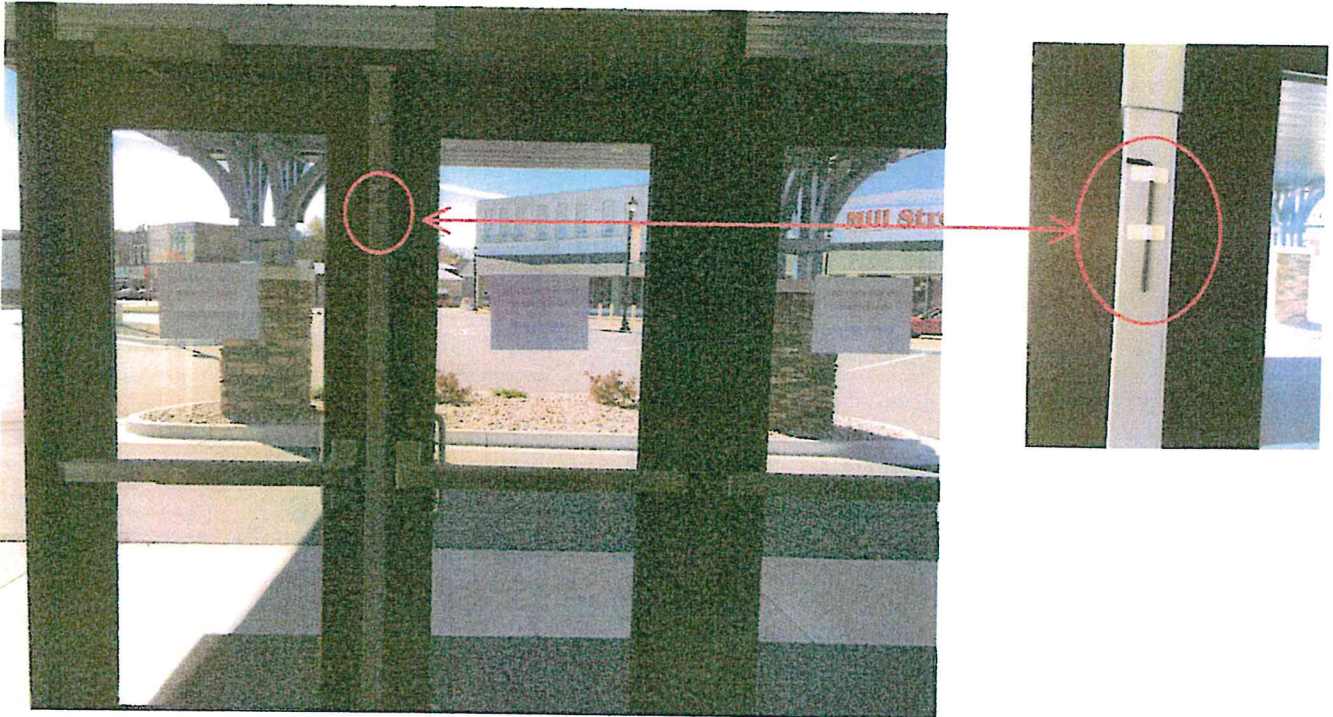
Use fob for entry through the City Hall/Police Entrance.



Once inside you go through the next set of double doors and then take the first right in the hallway and then the first door to the right is the multipurpose room. The key marked "AC5" will open. You should then walk through the room and open the other door on the other end of the room (this is the door you want your guests to use in and out of the hallway) You can use key marked "AC4" to unlock that door and keep it open. The door will always open from the inside of the room so you need to get the lock set so that you can open from the outside. Or if you don't want to shut the door during your event then you can just leave it open.

## Open the outside door for your guests.

To allow your guests entry into the building from the Main Community Center Doors, you will need to locate the allen wrench needed to keep the doors open. (be sure to put the allen wrench back).



You need to use the allen wrench to unlock 3 of the doors. The second one from the left will not unlock with the allen wrench. To make them stay unlocked, you push in the escape bar and then turn the allen wrench in the hole to that is to the left or right of the bar (depending which way it opens).



## **Bathroom Supplies – Cleaning Equipment**

There are no cleaning supplies provided. You should have brought anything you needed with you. There are paper products for the bathrooms in the janitor/maintenance closet. The key marked "AC3" gains you entry into this room (it is the second door on the left if you are entering the building from the main entrance). You will find first a set of keys hanging on the wall that open the paper towel holders, toilet paper holders and the soap dispensers. Refill products should be on the shelf. These are here only to restock the restrooms. If an unreasonable amount of products are missing after your rental you will be charged for them. Also in the closet is a bucket and mop (for spills), brooms and the vacuum cleaner.

## **Closing down.....**

Bag and take your trash to the dumpster located in the Northwest corner of the property. (the Police and employee drive up by the pool house).

Make sure you lock all the doors that you unlocked. The community center entry doors should be locked immediately when your event has concluded. You will use the allen wrench to re-engage the locking system. People can still exit the building they just can't come back in from the outside. Make sure the bar pops out so the door will lock on exit.

Lights in the hallway, bathrooms, kitchen and multipurpose room are all on sensors and will shut themselves off eventually.

Review and check off the rental checklist for cleaning and returning the room to the way you found it. Sign the checklist and place it and the keys in the drop box located to the right of the City Hall/Police entry doors.



More Detailed Policy  
and Procedures that we  
have come up with to  
date. These are subject  
to change as we need  
to make things work.





