

COMMUNITY ROOM GUIDELINES

Approved by the Town Board on 01/31/2006

1. The Community Room can only be rented by residents (must live in or have a business in Harrison). The rental fee is \$52.50
2. A separate \$125.00 deposit is required and will be returned if the Community Room has been cleaned up properly, there is no damage to the facility, appliances, or furnishings, and the key card has been returned (\$100.00 for building and \$25.00 for key card).
3. The Community Room will be available at no cost to human service organizations including veteran groups, Lions clubs, Kiwanis, etc.
4. The Community Room is not available for the following activities:
 - a) Weddings and wedding receptions
 - b) Bachelor and bachelorette parties
 - c) Commercial or retail sales activities or events, rummage sales, craft sales, scrap booking and hobby or collector show/ sales.
5. The Community Room is not available for rent on the following days:
 - a) New Year's Eve and New Years Day
 - b) Easter Sunday
 - c) Memorial Day
 - d) Fourth of July
 - e) Labor Day
 - f) Thanksgiving Day
 - g) Christmas Eve and Christmas Day
6. Reservations will be taken for the next year beginning at 7:30am on the 1st Monday in October. Call the office at #989-1062 to make a reservation. Once the contract and the required fees are received, no refund will be given.
7. Reservations for recurring events will not be accepted. (Example "the first Monday of each month").
8. The facility will be open for rental until midnight daily. You must be cleaned up and out of the building by midnight.
9. The Community Room has a seating capacity of **150** people. This must be strictly enforced for fire and insurance purposes.
10. Questions on rental policies can be directed to staff at #989-1062 weekdays from 7:30am to 3:30pm. Problems during your rental can be directed to the on-call staff. Call the pager at #586-2569 for assistance.
11. Smoking inside the building is strictly prohibited.

CLEANING CHECKLIST

PLEASE MAKE SURE TO COMPLETE THE FOLLOWING BEFORE LEAVING

- TURN OFF STOVE, WATER & LIGHTS IN KITCHEN
- TURN OFF LIGHTS IN HALLWAYS & TOWN HALL
- FLUSH TOILETS IN MEN & WOMEN BATHROOMS
- WIPE DOWN TABLES AND CHAIRS
- WIPE DOWN COUNTERTOPS AND ANY USED APPLIANCES IN KITCHEN
- REMOVE ALL OF YOUR FOOD FROM THE REFRIGERATOR
- RETURN TABLES & CHAIRS TO ORIGINAL POSITION- RETURN TABLES & CHAIRS TO STORAGE ROOM IF NEEDED
- REMOVE ANY DECORATIONS
- SWEEP FLOOR
- RETURN KEYS TO CABINET IN KITCHEN
- RETURN KEY CARD TO OFFICE WITHIN 2 BUSINESS DAYS
- PUT ALL GARBAGE IN GARBAGE CANS
- TAKE ALL GARBAGE OUT OF BUILDING TO DUMPSTER LOCATED IN BACK OF BUILDING

PLEASE KEEP IN MIND YOU ARE RESPONSIBLE FOR THE FOLLOWING:

- ✓ *BRINGING DISH TOWELS, DISH SOAP, & DISH CLOTHS IF YOU PLAN TO WASH YOUR DISHES*
- ✓ *BRINGING ANY SERVING UTENSILS THAT YOU WILL NEED*
- ✓ *SETTING UP AND TAKING DOWN TABLES AND CHAIRS*
- ✓ *BRINGING COFFEE, CUPS, CREAMER, ETC. IF YOU PLAN TO USE OUR COFFEE MAKER*

Please keep this copy for your reference