

Youth Center Rental Form

Please inspect the building upon entering and report any damages immediately.

Person responsible _____ Organization _____

Address _____ Telephone number _____

Date Reserved _____ Activity _____

Time Reserved _____

PLEASE HELP KEEP OUR BUILDING NICE

1. **NO TOBACCO PRODUCTS, ALCOHOL, OR FIREARMS ALLOWED.**
2. **Please do not use tape or tacks on the walls. You may use blue tac.**
3. **Please do not sit on the window sills, tables, or play on the stage.**
4. **No metal on shoes or harmful footwear. This could damage the floor finish.**

UPON ARRIVAL

1. **Check the floors - they should be clean of dirt and spills. (No spots)**
2. **Check bathrooms- commodes should have been flushed and no trash in trashcans.**
3. **Check doors and windows – they should all be locked – they are identified by letter.**
4. **Check all trash bins – they should have liners and be ready for use.**
5. **Check the lights and ceiling fans – they should be off upon arrival.**
6. **If you bring your own cleaning supplies, please do not use them on any of the floors or bathroom facilities.**

THINGS TO DO BEFORE LEAVING

1. **Sweep floors- Dust mops and brooms are in Room #4. Return after use and rehang. Do not shut this door when you are through cleaning.**
2. **Check bathrooms – Flush commodes before you leave and wipe counter tops.**
3. **Check doors and windows – Make sure they are locked. Walk all the way around the building and check the doors from outside.**
4. **Take out the trash- restroom, kitchen, main room. Consolidate trash bags. Tie them and put them in the trash container under covered area of Youth Center, or in the barrels in the park. Trash liners in Room #4.**
5. **Turn lights, ceiling fans, and kitchen vent fan off.**
6. **Mop if needed. The mop is outside on the air conditioner units by the pavilion. Use cold water only. Please do not put any soap or cleaner in water.**
7. **If tables are removed from Room #13- please make sure they are returned there.**

THANK YOU FOR HELPING US TAKE CARE OF OUR YOUTH CENTER BUILDING.

Key(s) number issued _____

Microphone _____

I acknowledge that I will be responsible for all of the above items and any damages that occur. I will see that the above items are abided by or I will forfeit my deposit of \$50.00.

Date key picked up _____

Signature _____

Date key returned _____

Date deposit returned _____

There is a \$40.80 fee to pick up a key that is after regular City Hall lobby hours of 9AM – 4PM. There is a \$5.00 replacement fee for any lost keys to the Youth Center. Anyone found using unauthorized keys will lose their right to use the Youth Center.

CHECK LIST

IN

OUT

TIME IN: _____

TIME OUT: _____

1. FLOOR: _____

COMMENTS: _____

2. BATHROOM: (Clean,
Lights off) _____

COMMENTS: _____

3. WINDOWS, DOORS:
A, B, C, D, E,
Locked _____

COMMENTS: _____

4. TRASH: _____

COMMENTS: _____

5. LIGHTS, ETC.: _____

COMMENTS: _____

6. MOP: _____

COMMENTS: _____

SIGNATURE: _____
