



COMMUNITY ROOM AGREEMENT

Contact Name

Phone Number

Contact Address

City/State

Name of Event

Event Type (Meeting, Class, Party, Other)

Date(s) of Event

Start Time

End Time

COMMUNITY ROOM RULES & REGULATIONS

FEE INFORMATION: The Chamber of Commerce Community Room is available year-round. Events that are 1-2 hours or less will be at no cost. Use of the room for 3 hours or greater at a time will be charged a \$100.00 fee.

INCLUDED AMENITIES: Use of the restrooms, as well as refrigerator, microwave, coffee pot, and sink (located in the breakroom) are included. There are 10 six-foot tables and 32 folding chairs that may be arranged to your liking. If tables or chairs are removed from the storage area, please replace when finished. There is a 72" tv that may be utilized for classes or training purposes only.

RESTRICTED ITEMS: Smoking is not allowed inside the community room or deck area. There is a designated smoking area in the front of the Welcome Center. Cigarette butts must be disposed of properly. Cigarette butts left on the premises may result in fines. While alcohol is permitted inside the community room and deck area, all alcohol and its containers are not permitted inside the Welcome Center at any time. Alcohol containers must be disposed of properly and are not to be left on the Chamber of Commerce grounds. Grills of any kind are not to be used within 20 ft of the building. Dogs or other pets are not permitted inside the Chamber of Commerce buildings or deck area. Decorations that can damage the premises, such as tacks, nails, duct tape, ect. are not to be used.

CLEANING REGULATIONS: Trash cans must be emptied, and trash bags replaced. Tables must be wiped down, and any spills or messes cleaned up. Grounds must be clear of trash or debris.

I AGREE TO THE ABOVE TERMS AND CONDITIONS, AND UNDERSTAND THAT I AM FINANCIALLY RESPONSIBLE FOR ANY DAMAGES THAT MIGHT OCCUR DURING OUR EVENT.

SIGNATURE

DATE

