

MANSFIELD COMMUNITY CENTER RENTAL REGISTRATION FORM

EFFECTIVE AUGUST 2022

RULES AND REGULATIONS:

- No loud music or undue noise after 11:00pm EST.
- Do NOT use any staples, nails, tacks, screws, tape or any item which will cause damage to the walls. If possible, use 3M or Command products.
- ABSOLUTELY NO ALCOHOL IS ALLOWED IN/ON THE PREMISES. _____initial
- ABSOLUTELY NO WEAPONS ARE ALLOWED IN/ON THE PREMISES. _____initial

RENTERS RESPONSIBILITIES:

- Renters will be responsible for the set up of their event: placement of tables, chairs, etc. DO NOT drag tables across the floor, this causes damage to the tables as well as the flooring.
- Upon vacating the facility, it is the responsibility of the renter to see that:
 - Everything is left clean: kitchen, utensils, tables, chairs, restrooms, etc.
 - All windows are closed and locked.
 - The thermostat is set to 80 degrees/summer or 60 degrees/winter.
 - No garbage or trash is left in or on the premises (trash cans behind building).
 - All lights are turned off.
 - All doors are locked.
 - Return key to night deposit box next to drive-thru window at City Hall (building next to Community House).

RENTAL FEES:

- Private and Community Functions \$200.00
- Commercial Use \$300.00

\$25

**CANCELLATION
DEPOSIT
(non-refundable)**

MAKE CHECKS PAYABLE TO MANSFIELD COMMUNITY CENTER

Dates will only be reserved upon receipt of this registration form and payment. \$25 deposit/cancellation fee will be retained if cancelled. (Remainder of \$175 will be returned).

Name: _____ Date Signed: _____

Address: _____

Phone Number: _____ Paid Cash: _____ Check Number: _____

Date Reserved: _____ Key Number: _____

Person responsible for damages: _____

Signature of person responsible for damages: _____

Include a copy of driver's license of person responsible for damages and return it with this form and payment to Mansfield City Hall.

Temporary use will be at the approval of the board. No continuous use by churches or other entities.

The DAY ends at midnight.

