



**RULES AND CLEAN-UP REQUIREMENTS  
FOR MALTA EVENT CENTER RENTAL/USE**

1. **NO DEEP FRY COOKING WILL BE ALLOWED IN THE BUILDING**
2. **NO COOKING IN THE BUILDING EXCEPT IN THE KITCHEN**
3. The floors in all areas used MUST be swept and mopped after the function.
4. The bathroom floors MUST be swept & mopped and the garbage cans emptied.
5. All lights are to be shut off, including the lights in all of the bathrooms.
6. Heat is to be turned down as indicated by the office. Try to conserve energy by shutting exterior doors as much as possible.(winter months)
7. Any damages are to be reported to the City Clerk's Office
8. Doors are to be shut and locked.
9. Empty all garbage cans. Deposit all garbage in the garbage canister(s) that are located on the east side of the Event Center.
10. All tables and chairs must be wiped down and returned to their proper places at the end of the function.
11. All trash must be picked up in outside areas.
12. **NO NAILS, STAPLES, TACKS OR SCREWS IN THE WALLS, WALLBOARD, FLOOR OR CEILING! TAPE MUST BE REMOVED.**
13. **RENTERS ARE RESPONSIBLE FOR PICKING UP AND DISPOSING OF ALL CIGARETTE BUTTS THROWN ON THE GROUND. \$50.00 WILL BE WITH HELD FROM THE DEPOSIT IF THIE IS NOT DONE.**
14. NO straw bales are to be brought into the building because of mice.

**We understand and agree to the rules for use and clean-up.**

\_\_\_\_\_  
**Renter**

\_\_\_\_\_  
**Date**

**If clean-up is to be completed by another party, they must sign this form also.**

\_\_\_\_\_  
**Clean-up supervisor**

\_\_\_\_\_  
**Date**

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Clean-up supervisor

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Date

Renter's Copy