

**RULES AND CLEAN-UP REQUIREMENTS
FOR GYM RENTAL/USE**

1. **NO DEEP FRY COOKING/COOKING WILL BE ALLOWED IN THE BUILDING**
2. Bring trash can liners
3. Bring all cleaning products – city will provide dust mop, broom, and mop & bucket only. Abrasive cleaning products are not to be used on the gym floor or covering. (No bleach & etc.)
4. A covering will be placed on the gym floor. When placing tables and chairs, lift them into place, do not drag them across the covering.
5. Gym floor covering MUST be swept and mopped after the function. If the stage and/or balcony are used, it must be swept and mopped.
6. If the janitor area is used, it too must be swept and mopped.
7. All lights are to be shut off, including the lights in all of the bathrooms.
8. 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)
9. Any damages are to be reported to the city office
10. Doors are to be shut and locked.
11. Empty all garbage cans. Deposit all garbage in the garbage canister(s) that are located outside on the east side of the gym.
12. All tables and chairs must wiped down and returned to their proper places at the end of the function. Plastic tables are to be placed on top, not bottom.
13. All trash must be picked up in outside areas.
14. **PLEASE NO NAILS, STAPLES, TACKS OR SCREWS IN THE WALLS, WALLBOARD, FLOOR OR CEILING! TAPE MUST BE REMOVED.**
17. NO straw bales are to be brought into the building because of mice.
18. **RENTERS ARE RESPONSIBLE FOR PICKING UP AND DISPOSING OF ALL CIGARETTE BUTTS THROWN ON THE GROUND. \$50.00 WILL BE WITHHELD FROM DEPOSIT IF THIS NOT DONE!!!!**

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

Renter

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

Clean-up supervisor

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