

## **Town of Presque Isle Community Room Use Policy**

### **Rental Rate Schedule**

**Residents, Taxpayers, Local Clubs, Civic, Governmental, and Religious Organizations**                      **no fee**

**Non-Residents, non-taxpayers**                      **\$5/person, \$250 max**

A club is defined as a non-profit group. Rates for uses not defined by the above categories will be determined by the Town Board.

### **Reservations**

- Reservations must be made in writing using the Rental/Use Agreement form. Dates will be reserved when the form is received by the clerk.
- Reservations may be made by any resident, not-resident, organization, club or taxpayer of the Town of Presque Isle at least 18 years of age.
- Reservations must be made for all activities on a first come – first served basis. Local residents/taxpayers have priority over non-residents.
- Reservations for social gatherings and organization meetings must be made with the Town Clerk at least 48 hours in advance.

### **Rules**

- The party whose name appears on the Rental/Use Agreement shall be present and assume responsibility at any function.
- All lights must be turned off and all doors locked when leaving the building.
- Thermostats must NOT be adjusted.
- Furniture and equipment must remain in the building unless prior approval has been given by the board.
- All chairs are to be placed on chair carts and returned to the storage area.
- The set-up and take-down of tables requires two persons to avoid damage to the tables and flooring.
- Tables should be wiped clean and stacked face to face to avoid scratching.
- Bathrooms must be cleaned. Any "graffiti" or damage to stalls will be repaired at users' expense.
- All garbage, inside or out, must be bagged and removed by the user within 24 hours.
- Necessary cleanup will be completed by building custodian. Cost of this cleanup will be billed to the renter at the rate of \$15/hr.
- No tacks, nails, staples or tape may be used for decoration.

## **Responsibilities for Use of Kitchen**

### Stove

- Turn off all burners
- Clean top with soap and water.
- Clean burner area with soap and water.
- Clean burner grates with soap and water.
- Clean oven if used, bottom, walls and top.

### Dishes

- Wash and wipe dry all dishes used.
- Return to proper cabinets.

### Utensils

- Wash, dry and replace to proper storage areas.
- Wipe sink and counter tops.
- Wipe out refrigerator.
- Sweep floor. DO NOT MOP. Spills should be wiped up.
- Used towels and dish cloths should be laundered and returned within one week.

### Storage Room

- Tables, chairs, brooms and mops are stored here.

### Sound System

- Contact Town Clerk or Custodian for use of this equipment.

### Liquor Service

No hard liquor may be sold at any time.

### Charging Admission and Sale of Beer and/or Wine

- Town of Presque Isle Class B or C license is required.
- Application must be made with the Town Clerk at least 30 days prior to the event for approval by the Town Board.
- Minors are not allowed to be present where such beverages are sold unless accompanied by a parent or legal guardian.
- A licensed bartender must be present.
- The licensed applicant will be held responsible for the sale of beer to minors.

### Miscellaneous

- Cost of replacement or repair of missing or damaged items or cleaning will be billed to renter.
- Custodian will check equipment inventory before and after an event.
- All supplies, food and beverages must be brought in through the outside door to the kitchen.
- The Presque Isle Community Center is a Smoke-Free Facility.
- The renter assumes full responsibility for violation of state or local laws.
- Violation of the above rules may result in special assessment on tax bill.