

TOWN OF WEST POINT

Rental of Community Center

- 1. A \$30.00 clean-up deposit, \$70.00 for the first four hours plus \$10.00 for each additional hour will be charged at the time a reservation is made.**
- 2. THE CENTER WILL NOT BE RENTED AFTER 10:00 P.M. AND MUST BE VACATED BY 10:00 P.M.**
- 3. If the center and the property are left clean, the \$30.00 deposit will be refunded. You must completely cleanup before you leave.**
- 4. All garbage will be taken from inside the Center and placed in the Town Hall's dumpster. The dumpster is located at the east end of ball field parking lot.**
- 5. No cookware, flatware or dishes will be furnished by the Town of West Point. DO NOT REMOVE PICTURES FROM THE WALLS; DO NOT PUT PICTURES OR DECORATIONS ON WALL WITH TAPE.**
- 6. All floors, tables, counters, stove, bathrooms and outside grounds will be left as clean as found.**
- 7. The person in whose name the building was rented will be held responsible for any damage to the building or property.**
- 8. NO ALCHOLIC BEVERAGES OR DRUGS ALLOWED.**
- 9. All tables and chairs will be left as is. Do not rearrange.**
- 10. Clean floors with clear water only.**
- 11. TABLES AND CHAIRS ARE NOT TO BE REMOVED FROM THE COMMUNITY CENTER.**
- 12. PLEASE SET THE A/C THERMOSTAT ON 80 DEGREES IN THE SUMMER. THE HEATER THERMOSTAT ON 70 DEGREES IN THE WINTER AND THE FAN ON "AUTO" BEFORE LEAVING THE BUILDING.**
- 13. PLEASE MAKE SURE BOTH FRONT DOORS AND THE BACK DOOR IS LOCKED.**

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