

RULES FOR THE USE OF THE BADGER COMMUNITY CENTER

1. All renters/users of the Community Center must schedule the event with the City Clerk and make prior arrangements for key pick-up / drop-off. ALL RENTAL AND DEPOSIT FEES MUST BE PAID BEFORE USAGE.
2. NO tacks / nails / tape may used on the walls or ceilings.
3. Renters/users must furnish their own coffee and cups, etc. All items brought into the Community Center for use must be taken out with the renter/user. Any items left behind will be discarded – no exceptions.
4. Any general maintenance items that need repair, report to the City Office.
5. Tables and chairs must be replaced as found, unless other arrangements have been made through the City Office. Any tables and/or chairs used from the closet must be returned as found.
6. Make sure all lights are turned off and doors are locked when you leave.
7. Sweep kitchen, hall and bathroom floors after use. Mop up any spills as necessary and vacuum carpet.
8. Empty all garbage containers and place bags in dumpster outside the back door of the Community Center.
9. The Community Center building is smoke-free.
10. No alcoholic beverages are allowed in the Community Center.
11. Check all bathrooms before leaving – make sure toilets have been flushed, pick up garbage on floor and shut off lights.
12. All coffee pots, silver ware, utensils, etc. must be washed, dried and put away after use.
13. After use, the building must be left in the same (or better) condition as it was when you arrived.
14. Any damage done during usage is the responsibility of the user/renter and must be reported to the City Office.
15. No tables and chairs are to leave the building.

This list pertains to ALL users of the Badger Community Center.