**ROGER SPENCER RECREATION CENTER**

**CLEAN-UP PROCEDURE**

1. All decorations must be cleaned up and taken with you. (Don’t worry about any balloons you may have lost to the top of the building).
2. The floor must be swept (there is a broom in the back of the building).
3. If there are spills, the floor must be mopped (there is a mop in the back).
4. All garbage must be taken out of the building. There is a dumpster at Doretha Redwine Park (softball fields) off Byewood Road.
5. Do not, under any circumstances, use the sound system that is on and beside the stage. They are not ours to rent. Any use of these will result in loss of deposit. Damage to sound system will require replacement of units.
6. Put up all tables and chairs where you found them.
7. Make sure you lock doors and turn off lights. There is a bank of lights at the front and back doors. Use the ones at the front. The lights are halogen. If you should turn them off and need them again, it will take a bit for them to warm up.
8. If, for any reason, you put tape on the floors, take it completely off when you get ready to leave. Clean up any adhesive it may have left on the floor.
9. There are 10 tables and 100 chairs. We do not guarantee they will be on site. If they are in the building at the time of your rental, you are welcome to use them.
10. Should, for any reason, the front doors will not lock, make sure the door is locked from the inside of the building and go out the backdoor. If you can’t get in the front door, go around to the back. The same key opens both doors.
11. If you move anything around, please put it back where you found it.
12. There is no cooking on site. You may bring sterno.
13. If the floor is left sticky (with spills), food thrown or left outside the building or inside, any damage to tables or chairs or trashing of bathroom will result in a loss of $100 of the $150 security deposit. Damage, of any type, to the building will result in loss of security deposit.
14. NO MORE THAN 100 IN THE BUILDING. Over 100 guests and the event is subject to being shut down with no refund of fees.

**IF THE CENTER IS LEFT DIRTY, PICTURES WILL BE TAKEN AND YOU WILL NOT RECEIVE YOUR DEPOSIT BACK ($100.00). IF YOU DO NOT RETURN YOUIR KEY, YOU WILL NOT RECEIVE YOUR KEY DEPOSIT BACK ($50.00). WHEN YOU HAVE RETURNED KEY TO OFFICE, YOUR DEPOSIT WILL BE MAILED BACK TO YOU WITHIN 2-3 WEEKS.**

I HAVE READ AND UNDERSTAND THE ABOVE.

SIGNATURE DATE

REV, 5/23