

SMITHS STATION RURITAN CLUB COMMUNITY CENTER

Rules and Rental Agreement

2000 Panther Parkway / P O Box 502 / Smiths Station, AL 36877
For Reservations call 334 614-5634

The Smiths Station Ruritan Club is proud of our Community Center. We are glad to allow you to use it and are sure that you will treat it with excellent care and respect ... as if it were your own.

1. This is a smoke free facility.
2. The entire campus is alcohol free & drug free at all times.
3. Tables and chairs are not to be taken outside.
4. No tape allowed to hang decorations or on the floor. (the paint peels) Ceiling Clips or Command Clips are allowed and masking tape is allowed on the floor. Whatever fasteners are used must be removed during cleaning.
5. **NO GLITTER, CONFETTI, or SEQUINS ALLOWED**
6. Decorate using the kitchen ladder. No standing on the chairs!
7. If you remove chairs from the long wall in the main hall, you must restack them along the long wall before you leave the building.
8. If you relocate stainless steel kitchen tables in the kitchen, after your function please put them back to their original position in which you found them.
9. All rental activities, including clean-up, **will NOT extend past 11:00 PM Eastern.**
10. Prohibit your group from loud music, profanity and trespassing ... with respect to our neighbors.
11. If you desire other than our "preset" temperatures, use the UP or DOWN arrow and WAIT for the unit to respond. Upon leaving set the thermostats to Heat 65 in the winter and Cool 78 in the summer.

Reservations

1. Deposit of \$100.00 is required to book the requested date. The rental fee is \$250 (includes \$50 cleaning fee-see #5 cleaning below) and must be paid two weeks prior to the event. If booking within 10 days of your event, the full amount of \$350 deposit and rent must be paid in cash immediately.

Rules and Rental Agreement (Continued)

2. The cleaning and/or damage fee of \$100.00 will be refunded after the event if all rules and regulations are followed, the center is properly cleaned (including removal of all garbage from the property), the rental agent is notified when you vacate the property (\$50 of the deposit refund will be retained by Ruritan if the notification of vacating the property is not done- this notification is of utmost importance for us to maintain cleaning and rental schedules), and the key is returned.
3. The renter is responsible for any additional cleaning and repair costs incurred that exceed the \$100 deposit.
4. A cancellation requested by you less than two (2) weeks prior to the event will result in forfeit of the \$100.00 deposit and the rental amount refunded.

CLEANING

1. The Club provides toilet tissue, paper towels, and garbage bags in the kitchen and bathrooms.
2. Mop, broom, dust pan are provided for cleaning needs during your function.
3. Wipe clean all counter tops, tables, and chairs as needed.
4. Tables must be stacked up behind the door in the office off of the kitchen.
5. All chairs must be restacked against the long wall.
6. A \$50 cleaning fee is included in the \$250 rent. A professional service will 1) Sweep & mop the floors throughout; 2) Clean & Sanitize the Kitchen; 3) Clean & Sanitize the Bathrooms; & 4) Sweep the porch and walks.
7. The renter must police and clean the outside property of any trash and remove all trash from the property. Trash must go out the door with you.

We ask that you abide by these rules and share them with your group.

******* There will be a \$35.00 service charge for returned checks! *******

If you should need anything while you are here at the building during your function or are vacating the building, please contact **Barbara Vining 334-614-5634**

Thank you for holding your function with us...we appreciate you!

Smiths Station Ruritan Club Cleaning Checklist

- ✓ Wipe & clean all counter tops, tables and chairs as needed.
- ✓ Put the tables back stacked up behind the door in the office off of the kitchen.
- ✓ Stack and put all chairs against the long wall across from the kitchen in the main hall area.
- ✓ Remove all decorations and fasteners.
- ✓ Make sure that all of the trash on the grounds outside of the building is picked up.
- ✓ Remove the used trash bags & trash from the kitchen & bathrooms.
- ✓ Make sure ALL doors are locked & the key is returned to the lockbox.

The \$50 cleaning fee covers:

1) Sweeping & mopping the floors throughout; 2) Clean & Sanitize the Kitchen; 3) Clean & Sanitize the Bathrooms; & 4) Sweep the porch and walks.

If you should need anything while you are here at the building contact:

Barbara Vining 334-614-5634

Please call Barbara Vining when you leave the building so she can notify the cleaning team.

Thank-you for renting our hall. We hope you enjoyed your event here & hope to see you again!