SMITHS STATION RURITAN CLUB Community Center

Rules and Rental Agreement

2000 Lee Road 430 / P O Box 502

 Smiths Station, AL 36877

For Reservations call 334 614-5634

We are proud of our 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 at all times.
3. Tables and chairs are not to be taken outside.
4. Refrain from using tape on the walls. (the paint peels) Whatever is used to hang decorations from the ceiling must be removed during cleaning.
5. Decorate using the kitchen ladder. No standing on the chairs!
6. CENTER activities, including clean-up, will **NOT** extend past 11:00 PM Eastern.
7. Prohibit your group from loud music, profanity and trespassing … with respect to our neighbors.
8. If you desire other than our “preset” temperatures, up the UP or DOWN arrow and WAIT for the unit to respond. **DO NOT ENGAGE OTHER** **SWITCHES.**

Reservations

1. Rent of $100.00 Mon., Tues., Wed., Thurs. or Fri., Sat., Sun. $150.00 due at time of booking, plus $100.00 cleaning and/or damage deposit to be paid within 10 days of the booking date. (If booking within 10 days of your event, this fee is to be paid immediately.)
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), 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 with less than two (2) weeks prior to the event will result in our keeping $100.00 and refunding the balance.

CLEANING

1. The Club provides toilet tissue, paper towels and garbage bags in the kitchen and bathrooms.  **Paper towels will not be put into the bathrooms but hand sanitizer will.**
2. Wipe clean all counter tops, tables and chairs.
3. Tables must be stacked up behind the door in the office off of the kitchen.
4. Chairs must be stacked against the long wall in the main hall area.
5. A MUST for every renter is to sweep and mop building! Mops and mop bucket are on the back porch. Use just COLD WATER on the floors.
6. Remove the used trash bags from the property.

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

**\*\*\*\*\* There will be a $30.00 service charge for returned checks! \*\*\*\*\***

**Smiths Station Ruritan Club**

Rates as of 2017

Monday thru Thursday $100.00 Plus $100.00 cleaning/damage deposit

Friday thru Sunday $150.00 Plus $100.00 cleaning/damage deposit

Ruritan Members $25.00

80 Chairs

11 Tables

The Ruritan Building will seat 80 people and per fire code, only 100 people can be in building at any given time.

Renter has read and agrees to the rules and regulations as stated in the Rules and Rental Agreement.

Renter:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signed

Day/Date of Rental:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reservation accepted on behalf of the Smiths Station Ruritan Club (SSRC) by:

SSRC:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signed

**Smiths Station Ruritan Club**

**Cleaning Checklist**

* Wipe clean all counter tops, tables and chairs.
* 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 in the main hall area.
* Mop all of the floors in the main hall, kitchen and restrooms. (Mop for the kitchen is in the broom area and mop for the restrooms is on the back porch. Use just COLD WATER on the floors.)
* Make sure that all of the trash on the grounds outside of the building is picked up.
* Remove the used trash bags from the property.
* Make sure ALL doors are locked.

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

 Barbara Vining 334-614-5634

Thank-you for renting our hall. We hope you enjoyed your event here.