

POLICY AND GUIDELINES ON THE RENTAL AND USE OF THE BARRETT COMMUNITY CENTER

Rules & Regulations for Community Center

- No smoking or vaping allowed
- The kitchen is not Public Health approved for food preparation, so all food brought in must already be prepared and may be heated and served
- Décor on the walls is not allowed. No hanging, no taping, no 3M Command strips, no tacking, no sticky putty. Absolutely no exceptions to hanging anything by any means. Do not remove any decor from the walls
- There are to be table decorations only, no glitter, confetti, nothing hanging on the walls. Candles may be used if they are in self-contained containers, such as votive cups, and no tall, tapered candles may be used
- NO ITEMS are to be loaned or removed from this facility including tables, chairs, speaker system, coffeemakers, and kitchen items
- If TV, speaker system are used, please make sure they are turned off when finished
- Cleaning supplies/brooms/mops can be found in the hall closet
- All tables and chairs are to be cleaned off and wiped down with warm soapy water after use
- Clean up any food or trash from the floor
- All garbage is to be picked up, bagged, and set in the canister out front of the building. Any extra garbage that does not fit should be bagged and left in the hallway. Place clean liner bags in cans
- The kitchen is to be cleaned and free of dirt/curbs; wash and dry all kitchen items used and put back in their proper place
- Please remove any leftover food following the event. DO NOT leave food in the kitchen or refrigerator. DO NOT leave coffee in coffeemakers
- Turn the thermostats to 60 degrees in winter months and turn air conditioner up to 80 in the summer months (there are two thermostats)
- Turn off all lights – **be sure to check bathroom lights**
- Make sure to close and lock all windows
- Check to make sure both doors are locked before leaving
- The City is not responsible for any lost or stolen items
- Observe all laws and Ordinances of the City of Barrett

Thank you for leaving the facility as clean as possible!