



## Contract for use of Guthrie Park

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Date of Use \_\_\_\_\_

Type of Event \_\_\_\_\_

### **RULES FOR THE USE OF GUTHRIE PARK COMMUNITY CENTER**

**The refund of \$ \_\_\_\_\_ deposit depends on adherence to the following rules:**

1. Guthrie Park and the building are to be left in the same condition as it was found.

**Kitchen:** Dishes and coffee pots must be washed, dried and put back where found. Table, counters, oven/range must be clean. Refrigerator must be clean and all food/drinks removed. Floor must be swept and mopped. Debris, garbage and personal items removed.

**Main Hall:** Floor must be swept and mopped. Debris, garbage and personal items removed. Tables, chairs, stage, etc. must be clean. All items belonging to Guthrie Park (benches, chairs, tables) must be put back as found.

**Entry/bathroom hallway:** Must be swept, garbage, debris and personal items removed.

**Bathrooms:** Sinks and toilets must be clean. Floors must be swept and mopped. Garbage, debris and personal items removed.

**Outside:** Garbage and debris must be picked up from the deck and grounds. All garbage must be hauled off the premises.

**All decorations (including tape, tacks, staples, nails, etc.) must be removed from walls, stage, stairs, beams, doors, chairs, etc.**

**NO confetti or glitter!**

**If used and there is any trace of it, \$20 will automatically be deducted from the deposit.**

**Due to fire codes CANDLES are NOT ALLOWED.**

**NO food or drink on the stage.**

**NO nails or staples used on the floors.**

Be sure lights are turned off, thermostat is turned down and doors are locked prior to leaving.

2. Alcohol/Controlled Substances—Due to insurance regulations, alcohol and controlled substances may not be possessed, used or consumed on the premises.

3. Smoking—Smoking is permitted outdoors only. A receptacle for cigarettes is provided. Any cigarettes not put in receptacle need to be picked up.

\*\*A charge of \$10/half hour will be deducted, from the deposit, for any cleaning or picking up that has to be done by Guthrie Park, that was not done by the applicant.

\*\*The applicant for the use of Guthrie Park shall, in all cases, be liable for any damages to the building, kitchen, bathrooms, equipment, furnishings, appliances, grounds, deck, etc., resulting from such use of Guthrie Park.

\*\*Guthrie Park is not responsible for any lost or stolen articles belonging to the applicant or the party thereof nor is she liable for any injuries that may occur on the Guthrie Park property that is not directly related to negligence on behalf of Guthrie Park.

**If there are any problems, or you have questions, please contact the manager at 623-0809.**

\_\_\_\_\_ is responsible for the care of the facility during its use, and for its condition at the conclusion of its use, until Guthrie Park has done an inspection of the condition of the building and its grounds, as stated in the above rules.

*I have read and agree to comply with all the rules for the use of Guthrie Park. I further agree that I am of legal age and that I will be personally responsible for the repair of damage to the facilities equipment and for the replacement of any stolen equipment.*

Applicant \_\_\_\_\_ Date: \_\_\_\_\_

Manager \_\_\_\_\_ Date: \_\_\_\_\_

Paid \$ \_\_\_\_\_ Receipt# \_\_\_\_\_ Key # \_\_\_\_\_ Refund Deposit Date \_\_\_\_\_