

CLARKSON COMMUNITY CENTER RULES

Thank you for renting the Clarkson Community Center. This building started out with many years of hopes and dreams that turned into reality. We officially moved into our new building on November 3, 2014. We are very proud of our new facility and are working very hard to keep it neat and clean. It is a joint effort with everyone including you. **When you rent our facility, you should find it very clean and you must leave it in that same condition.** We ask that everyone abide by these rules in an effort to preserve our beautiful building. This list of rules is posted on the refrigerator.

No smoking inside the building. Please use the containers provided outside to dispose of your cigarette butts.

All tables and chairs must stay inside the building at all times.

No alcohol is allowed. No Pets are allowed.

No decorations are allowed on the walls or windows. Do not attach decorations to the light fixtures or the ceiling fans. You may tie balloons to the porch post but must be removed before you leave. Do not close the vents in the ceiling. Adjust the thermostat accordingly.

No tape, thumb tacks, push pins, putty, or command strips are allowed. Do NOT put tape on the floor as it will damage the finish. Do NOT attach anything to the sound panels on the walls and keep the tables/chairs away from the sound panels to keep from spilling food and drinks on the panels.

All garbage from community center, kitchen and bathrooms must be bagged and taken to dumpster over by the maintenance building. Bags will be provided. Please do not pour punch out in the parking lot. The sticky gets tracked all over the community center and city hall.

Brooms, dust pan, mop and mop bucket are behind the door in the kitchen. **Please sweep. We are not asking that you mop the entire center. Should you spill something, use ONLY water to clean it up. The chemicals in cleaners are hard on the floor. Please wash off all the tables.**

Please check bathrooms. Make sure commodes are flushed, all water is not running, and lights are turned off. Also make sure the gas is turned off on the stove in the kitchen and all thermostats are adjusted back to the temperatures they were set on when you arrived.

When your event is over, please make sure the doors are locked. You may put the key in the night drop box on the front of the building. Make sure that you push the key all the way through.

We will inspect the rooms. If clean and no damages were found and the rules were followed, your deposit will be refunded.

Should you have an emergency call/text 270-230-2324 or 270-230-6726. Someone will get back with you.

Thank you and we hope your event was memorable.

Thank You,
Bonnie Henderson
Mayor of Clarkson

PLEASE CALL/TEXT 270-446-9603 WHEN YOU ARE LOCKING UP AFTER YOUR EVENT!!!