

## **COMMUNITY BUILDING RULES**

Rules adopted by the City Council of the City of Memphis to keep up the appearance of your community building.

1. A deposit of half the rental fee must be paid before the building is reserved.
2. Cancellation must be done at least forty-eight hours before rental date, or deposit will not be refunded.
3. Anyone wishing to rent the community building will notify, at the time of renting, what the specific purpose building is to be used for, an estimate of the number of people expected and the time of arrival and departure.
4. Anyone renting the building will contact City Hall at least two days prior to the rental date with specifics involved in setting up equipment.
5. After each use, the building will be inventoried and inspected for misuse. Anyone misusing the building, including items missing or breaking any of the rules will be charged extra for the rental and could lose the right to future use of the building.
6. **Alcoholic beverages are not allowed in or on the grounds of community building.**
7. This is a nonsmoking facility. A place to smoke has been provided outside by the front door. Please use ashtray for butts.
8. When children are present, they should be restrained from entering other parts of the building not rented. The City regrets they do not have a playground connected to the building, but the building must not be used as a playground. Inflatable bounce houses are not allowed inside the building.
9. There will be no moving or setting up of city owned fixtures or equipment without the specific approval and supervision of a community building employee.
10. There will be no removal of City owned cooking utensils or other equipment without the approval of a building employee. Missing items could result in additional rental charges.
11. No decorations shall be placed above metal rails on wall, hung from ceiling or taped to the floor.
12. All decorations will be removed from building on the day of rental, unless other arrangements have been made with the building employee.
13. Renter is responsible for removing all eating utensils, trash and paper covers from tables.
14. Food will be scrapped from all eating utensils and they will be neatly stacked to the right of the stainless-steel sink, by the dishwasher.
15. All dishes will be washed and put away by building employee. All pots and pans will be washed by the renter, unless prior arrangements have been made with the building employee.
16. Tables and chairs will be picked up and all cleaning of floors will be done by the building employee.
17. All ovens and stoves shall be cleaned after each use by renter or caterer.
18. Only **school sponsored** dances can be held in the community building.
19. **Renter will be responsible for providing a copy of these rules to their caterer.**
20. **City will not be responsible for damages or theft of items left in building by renters.**