

# COMMUNITY BUILDING RENTER RESPONSIBILITIES

*City of Cottonwood Falls – 620-273-6666*

*Cottonwood Falls, KS 66845*

## **In an Emergency call the SHERIFFS DEPARTMENT – 273-6313**

Thank you for your patronage of the Cottonwood Falls Community Building, please enjoy your usage of the building. Should you have any problems, questions or issues, please contact the City Office at 273-6666. There is a phone located within the building for your usage for local calls only – Community Building phone number: 273-8393.

Please note your responsibilities as a renter of this building below, should everything be left as required, you may pick up your deposit check (if applicable) at the City building the afternoon of the following business day.

1. **KITCHEN** - Wipe all counters. Clean and wipe the sinks, wipe the stoves removing all spills and spots. Rinse any large drink containers used leaving lids loose to dry. Remove all food and drinks from the refrigerator, wiping out all spills. Sweep and mop the floor. If you use city provided kitchen towels and cloths, please launder them and return them to the city office within 72 hours.
2. **BATHROOM** - Wipe all counters, faucets and mirrors – remove all water spots. Replace bathroom tissue, flush and clean all stools and urinals.
3. **TRASH** – Empty ALL trash containers within the building and REPLACE all trash bags including the small trash containers in each stall. Trash is to be placed in the dumpster out the back kitchen door between the Community Building and the T-Building. Trash bags are located in the storage room.
4. **Table & Chairs** – Table and Chairs are provided within the Community Building. If used, please wipe all tables and chairs and return the chairs back to the racks and fold up and stack the tables in two stacks; there should be 10 of one kind and 20 of another. Report any damage immediately – leave a message with the date, time and damage done or found - 273-6666.
5. **Decorations** – Do not hang decorations on ceiling fans or any that will cause any damage to the walls, floors or tables. Remove ALL decorations upon leaving the building unless special arrangements are made with the City Office.
6. **Floors** – All floors are to be swept and mopped as necessary. Please do not leave any sticky residue, spills or marks on the floors. There are brooms, mops, etc. in the equipment room next to the kitchen.
7. **Thermostat** – you may turn the thermostat up or down as necessary; however, upon leaving the building please turn the thermostat back to 65\* for the winter and 80\* for the summer.

# COMMUNITY BUILDING RENTER RESPONSIBILITIES

*City of Cottonwood Falls – 620-273-6666*

*Cottonwood Falls, KS 66845*

8. **Alcoholic Beverages** – Alcoholic beverages are to be consumed inside the building only; no one under the age of 21 is allowed to have alcohol on the grounds. No Alcohol is allowed in the parking lots.
9. **Parking Lot and Grounds** – Pick up all trash, remove all debris and sweep off anything that may be on the sidewalks (i.e. bird seed, rice, etc.).
10. **Animals and Vehicles** – No animals or vehicles are allowed in the Community Building.
11. **Doors and Locks** – Double check all doors and locks – push on the door(s) to make sure they are locked securely.
12. **Keys** – Turn in all keys no later than 10am the next business day or they may be dropped in the mail slot at the City Building after hours. Please call or come in to the City Office to pick up your deposit if applicable the following business afternoon.