

FAYETTE OPERA HOUSE
COMMUNITY CENTER
RULES

Contact person as of 2/18/2009 Fred or Arlene Klatt 563-425-4526, or aklatt@iowatelecom.net

WE ARE GLAD YOU ARE USING THE FAYETTE OPERA HOUSE COMMUNITY CENTER. WE LIKE OUR FACILITY TO BE KEPT NEAT AND CLEAN. PLEASE TAKE TIME TO READ OUR RULES.

1. Clear and wipe off all tables and put them back where you found them.
2. PLEASE DO NOT SIT ON OR STAND ON THE TABLES!!!
3. Sweep, wet mop and vacuum the floors.
4. Clean the bathrooms.
5. Turn off the lights and ceiling fans.
6. Lock the doors.
7. Turn down the heat (if it is on); turn off the air conditioning (if it is on) and if not done part or all of the deposit may be held.
8. Clean up outside, if necessary.
9. Place all garbage in bags and take with you.
10. The tables and chairs are NOT to be taken outside.
11. No balloons. If balloons are let go they will float to the ceiling and set off the fire alarm.
12. No nails will be put in the walls or woodwork.
13. The community center shall be rented for the day or specified days only.
 - a. That day will begin at 7:00 a.m.
 - b. The rental period shall end at 7:00 a.m. the following day.
 - c. The community center will be cleaned at the end of the rental period or the deposit will be forfeited.
 - d. Decorating or whatever else the renter wishes to do as preparation shall be done during the rental period unless special permission is granted.
 - e. If the party or parties renting the community center wish to assure they have access to it before the event for decoration, etc., they will be charged an amount equal to the rental charge for the event that they are having.
 - f. The deposit will be returned when the community center is deemed clean and undamaged and the key has been returned.

Your deposit will be returned to you after the Opera House has been checked for cleanliness and damages and you have returned the key. The person signing for the key will be held responsible for ANY damages that may occur.

WE APPRECIATE YOUR COOPERATION!
THANK YOU!

FAYETTE OPERA HOUSE
COMMUNITY CENTER
RENTAL POLICY

Community Center (Fayette Opera House)

14. The charges for rental of the community center are:
- a. \$150.00 deposit for main upstairs hall, due when Opera House is reserved.
 - b. \$150.00 rental fee for main upstairs hall, due when key is picked up.
 - c. \$50.00 deposit kitchen, due when Opera House is reserved.
 - d. \$50.00 rental fee for kitchen, due when key is picked up.
 - e. \$100.00 deposit kitchen and basement hall, due when Opera House is reserved.
 - f. \$100.00 rental fee for kitchen and basement hall, due when key is picked up.
 - g. \$250.00 deposit for main upstairs hall, kitchen and basement hall, due when Opera House is reserved.
 - h. \$250.00 rental fee for main upstairs hall, kitchen and basement hall, due when key is picked up.
15. 50% of the deposit is refundable if cancelled 30 days or more ahead of schedule. If cancelled less than 30 days the deposit is non-refundable.

(Please remove bottom portion and return with deposit)

I HAVE READ THE ABOVE AND AGREE TO ITS CONTENTS.

DATE TO RENT: _____

NAME: _____

ADDRESS: _____

TELEPHONE #: _____

SIGNATURE: _____

Please sign and return this form to:
Fayette Opera House Community Center
P.O. Box 685
Fayette, IA 52142