

Agreement for Use of Senior Center Gym

The following rules will apply when using the Senior Center:

1. Arrangements will be made with the director regarding set up times.
2. Maximum occupancy of the gym is 150 persons. Exceeding this limit is unlawful.
3. Extension cords must meet existing fire codes.
4. No scotch tape or nails will be used on the walls. Masking tape use only.
5. Thumb tacks are not to be used on the tables.
6. If any problems are noted with building (i.e., heating, ac, plumbing, etc), please report these to the director as soon as possible.
7. If Senior Center chairs are used, please restack them in a neat and orderly manner, 10 chairs to a stack and on the chair dolly. If Senior Center tables are used, please place them on the table truck and return to the closet. Please note exceptions in agreement # 15.
8. For your convenience, cleaning supplies are in metal cabinet in the room to the right of the stage.
9. If food is served, please be sure tables and floors are clean.
10. Alcoholic beverages are not allowed and are strictly prohibited.
11. The stage floor is easily marked. Please be sure floor is clean.
12. When leaving the building, be sure the heat is set on **60** or the air conditioning is set on **80**, based on the season.
13. The Senior Center gym must be clean by 8:30 am on the following working day, unless prior arrangements have been made with the Senior Center Director. If the gym is not clean there will be a minimum \$50.00 additional charge for cleaning.
14. User is responsible **and** will be charged for any damages done to building or furnishings.
15. The key will be returned the following working day.
16. When vacating the Senior Center, the following order of chairs and tables must be maintained. Three (3) long tables on each side wall; four (4) rows of chairs (ten chairs in each row) facing stage, approximately thirty brown chairs and ten gray chairs; and the small table must be on right hand side of stage.

I agree to abide by the above rules, and if they are not met, will be prepared to pay for the damages. Failure to abide by these rules not only can result in monetary loss, but also loss of organization's privilege to rent the Senior Center.

Date

Signature

Date Gym will be used

Organization