

The person responsible for the rental of the Senior Center and/or Pavilion from the Town of Oak Grove is also responsible for the care of the facility and the return of the key. The hours of the rental are Friday 4 PM -10 PM, Saturday & Sunday 8 AM-10PM.

Name: _____ Phone: _____

Address: _____ Phone: _____

_____ Date Rented for event: _____

Reason for Renting Facility: _____

If you have another person returning the key, do you want your security deposit given to them?

_____ YES _____ NO _____ Name of person: _____

My signature below acknowledges my receipt and understanding of the policy. I also acknowledge that is it my responsibility to take care of the facility and to depart the building/pavilion by 10PM.

Signature _____ Date _____

Town of Oak Grove Representative _____ Date _____

Rental Fee _____ paid by
Cash _____ Check# _____

Copy of Driver's License
attached _____

Security Deposit of \$75 cash only
paid on _____

Return of Security Deposit

I, _____, returned the key on this the _____ day of _____,

20____, and received my key deposit back in the amount of \$ _____ cash.

Signature _____

_____ Town of Oak Grove Representative

I have read and acknowledged the rules set for the rental of the Senior Center and Pavilion. I know that I will be held liable if there is any damage done to the property on my day of rental.

Renters Signature

Town Hall Personnel Signature

Renters Printed Name

TOWN OF OAK GROVE
RULES FOR RENTING AND USE OF THE BUILDING AND PAVILION

1. You must call ahead to reserve the rental of either place. The prices of the rental are:

Resident-	\$100/Senior Center *\$50 Pavilion
Non-Resident	\$150/Senior Center * \$50 Pavilion

There will be a **\$75 CASH ONLY** security deposit required when you pick up the key to the Senior Center. You will have this security deposit returned to you as long as the key is returned, all rules and regulations are abided by and the area is left clean without any damage.

YOU MUST PAY YOUR RENTAL FEE WITHIN 2 WEEKS OF MAKING YOUR RESERVATION OR YOUR RESERVATION WILL BE CANCELLED AND GIVEN TO THE NEXT INTERESTED PARTY.

2. The park itself is for public use. It is not included in the rental of the Senior Center or the pavilion. The bathrooms of the pavilion are also for public use. If there is anyone not in your party of the rental of the Senior Center, please DO NOT let them in to the building, even for bathroom use.
3. **OUR OFFICE HOURS ARE FROM 9 AM-2 PM, MONDAY-FRIDAY.** You must pick up the key no later than Thursday before your rental date. The return of the key MUST be the first working day after the date of the rental.
4. **CANCELLATIONS** must occur You must pay the \$100 (for residents) or \$150 (non-residents) rental fee for both the Senior Center and/or the \$50 fee for the pavilion with a week of calling and making the reservation or your name will be taken off the date and rented to the next interested party.
5. two weeks before the date of rental in order to get your full rental fee returned. Notifications given after this period of time, unless documented sickness or death in the family will cause you to forfeit your rental fee.
6. **YOU MUST HAVE YOUR COMPLETED COPY OF THE RENTAL FORM OR RECEIPT WITH YOU WHEN YOU USE THE SENIOR CENTER OR PAVILION. IF YOU DO NOT HAVE EITHER ITEM AND YOU GET LOCKED OUT OF THE BUILDING AND/OR THERE BECOMES AN ISSUE, YOU WILL BE ASKED TO LEAVE.**
7. **THE PERSON RENTING THE SENIOR CENTER OR THE PAVILION WILL BE HELD RESPONSIBLE FOR ANY DAMAGE TO THE BUILDING OR ITS FURNISHINGS.** Your deposit will be applied to all damage that is done to the facility.
8. **THE BUILDING MUST BE LEFT CLEAN** and returned to the same order in which you found it when you arrived. Do not take down any wall decorations. The piano and display case are not to be removed. ---REFER TO THE CLEANING CHECK LIST. **IF THE BUILDING IS NOT LEFT CLEAN AND READY TO USE, YOU WILL FORFEIT PART OR ALL OF YOUR DEPOSIT.**

10. **NO USE OF TABACCO PRODUCTS IS PERMITTED INSIDE THE BUILDING.**
There are areas outside the premises where you may smoke and containers to discard your ashes in.

11. The Town **DOES NOT PERMIT** use of alcohol, excessively loud music or the charging of admission for events associated with the rental of the facilities.

12. The building and pavilion will only be rented out for the following events:

1. Family reunions
2. Employee recognition
3. Birthdays
4. Baby Showers
5. Wedding receptions
6. School related functions
7. Bridal Showers
8. Anniversaries
9. Church Functions

13. You must set up your own tables and chairs when renting the Senior Center. Please return all additional tables and chairs to the storage room and stack them neatly. **PLEASE DO NOT** slide tables across the floor. **LEAVE ALL ROUND TABLES SET UP IN THE SENIOR CENTER AS YOU FOUND THEM.** Do not stack tables or chairs against the electrical panel box in the storage room.

14. Please make sure that all lights are turned off and that the doors are **SECURELY LOCKED** before leaving the building. **THE RENTER WILL BE HELD LIABLE FOR ANY DAMAGE DONE AFTER HOURS.**

15. **SENIOR CENTER THERMOSTAT** may be set for your needs during the hours you are renting the building **BUT** the thermostat must be reset to starting temperature (80 degrees) before the leaving the building (65 degrees during Winter months). If this is not observed, **YOU WILL FORFEIT YOUR SECURITY DEPOSIT.**

16. **PLEASE TAKE OUT YOUR OWN GARBAGE.** The dumpster is located on the hill behind Town Hall next to the Transportation building.

17. The Senior Center building is available for use on Friday evenings from 4:00 PM to 10:00 PM. On the weekends, you will have access from 8:00 AM to 10:00 PM. If you feel that you will need more time to decorate you must have **PRIOR AUTHORIZATION** and there will be an additional fee extended to your time allowed in the Senior building. **THE SECURITY SYSTEM IS ARMED FROM 10 PM-8 AM. DO NOT ENTER THE BUILDING UNLESS YOU HAVE MADE ARRANGEMENTS WITH THE TOWN PRIOR.** The pavilion is available on Monday through Sunday from 8:00 AM until 11:00 PM.

18. Oak Grove **DOES NOT** provide silverware, tablecloths, dish clothes, pots and pans, paper towels, cleaning products or similar items. You must bring whatever accessories you need for your event and whatever cleaning supplies to clean up after your event.

RENTING AND USE OF BUILDING CLEANING CHECK LIST

PLEASE USE THE FOLLOWING LIST TO CLEAN THE SENIOR CENTER

1. _____ Sweep Floors (Broom and Dustpan are provided and stored in the mop/broom closet located at the end of the hall by the restrooms)
2. _____ Mop floors (mop bucket is located in the mop/broom closet)
3. _____ Vacuum Rugs (vacuum cleaner is provided and stored in the storage room with extra tables and chairs)
4. _____ Clean restrooms and kitchen. If oven is used, be certain to clean it prior to leaving.
5. _____ Place long tables and chairs that were used neatly back in the closet.
6. _____ Leave ALL ROUND TABLES OUT and placed in two rows in front of the kitchen area.
7. _____ Place all garbage in the dumpster located on the hill behind Town Hall at the Transportation Building.
8. _____ Place the thermostat back to 80 degrees for summer months and 65 degrees during the winter months.

Failure to complete the above mentioned rules may result in losing all or a portion of your \$75 deposit

**THIS ALL MUST BE DONE BY 10 PM WHEN YOU
ARE TO LEAVE THE FACILITY.**

PLEASE DO NOT
EMPTY ICE CREAM
SALT INTO THE
SHUBBERY, IT WILL
KILL THE PLANTS.
YOU CAN POUR IT
INTO THE STORM
DRAIN.

THANK YOU!