

COMMUNITY FACILITIES CONTRACT & RULES

FORM 256

Contract

1. All applicants must have a 48-hour prior notice.
2. Applicants will be charged \$25.00 per lost key.
3. Applicant understands that using the building is a privilege and will be responsible and will pay for all damages determined by the Moline Housing Authority for all persons and their actions, belongings, and activities in and around the building.
4. The applicant that checks the building key out must be present for the entire function.

I understand and agree to the above terms:

Signature

Date

I have read, understand, and agree to abide by the rules and conditions set forth in the Moline Housing Authority policy relating to use of the community room in any MHA development.

Name

Date

Please Circle One: Resident Staff Other

If other circled, Sponsored by: _____ or Representing _____

Rules

***NOTE: The items in the kitchen are for organized activities only - Do NOT use.**

1. Must bring own supplies (place settings, serving utensils, cleaning supplies, food).
2. No tape is allowed on tables, chairs, walls, or ceilings.
3. Do not pour dirty floor water in kitchen sink.
4. **No smoking** in the building.
5. **No alcohol** in or on the premises.
6. Must be out of the building by 10:00 PM.
7. Children must be MONITORED in restrooms and at water fountains.
8. No stove or oven use.
9. Individuals are not allowed to reserve the community building before 4:00 pm Monday thru Friday when Head Start is in session.

The following items must be performed before leaving the building:

1. Clean tables, chairs, and floors and return to racks.
2. Check bathrooms (toilets flushed, lights are off).
3. Close and lock all windows.
4. Turn off all lights.
5. Take out trash and place in dumpster.
6. Lock all exit doors.
7. Sweep and mop floors.