

# COMMUNITY ROOM CONTRACT & RULES

FORM 256

## Contract

1. Applicants will be charged a \$25.00 (non-refundable) rental fee.
2. Applicants will be charged a \$25.00 (refundable) security deposit.
3. Applicant understands that using the community room is a privilege. The applicant also understands they will be responsible 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 reserves the community room must be present for the entire function.

*I understand and agree to the above terms:*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

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**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 at any MHA development.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Please Circle One:    Resident        Staff        Other

If other circled, Sponsored by: \_\_\_\_\_ or Representing \_\_\_\_\_

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## Rules

<b>*NOTE:    The items in the kitchen are for organized activities only - Do NOT use.</b>
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1. Applicants are required to provide their own supplies (place settings, serving utensils, cleaning supplies, food).
2. Applicants must not use tape on tables, chairs, walls, or ceilings.
3. Applicants must not use the kitchen sink to pour dirty mop water in. Please use the toilet in one of the restrooms to dispose the mop water.
4. Applicants and guests must not smoke in the building.
5. Applicants and guests must not possess or consume alcoholic beverages in or on the premises.
6. Applicant understands that the building closes at 1:00 am. The applicant agrees the building will be clean and all guests will have departed by 1:00 am. Applicant agrees they are responsible for the behavior of their guests and all children. Please make sure children are MONITORED in restrooms and at water fountains.
7. Applicants 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. Return tables and chairs to racks.
2. Check bathrooms (toilets flushed, sinks cleaned).
3. Clean the kitchen (stove, sink, countertops).
4. Close and lock all windows.
5. Sweep and mop all floors (main area, kitchen and bathrooms).
6. Turn off all lights.
7. Dispose of trash in a sealed bag in the dumpster.
8. Lock all exit doors.