

BROWNTON COMMUNITY CENTER
RENTERS RESPONSIBILITIES

1. Reservations will be on a first come basis. Deposit required to hold date. Keys for the Center are to be picked up at the City Clerk's office during normal business hours.
2. The Brownton Community Center is designated as a Tobacco Free Facility.
3. Doors shall be unlocked and left open during the time of the event.
4. Evening activities must end by 12:00 a.m., guests leave & start clean up by 1:00 a.m. out by 2 a.m.
5. Youth Activities must be chaperoned by adults.
6. Any difficulties shall be reported to local law enforcement agencies immediately.
7. No glass bottle beer or Confetti allowed.
8. User is responsible for set up and clean up for your event. This is to be completed on the day of rental. Use of tape on the walls, curtains, and ceiling is prohibited. To make any special arrangements for time of set up or clean up, please call the Brownton City office 320-328-5318.
9. All tables and chairs shall be wiped off to remove all traces of any spills. Return all tables and chairs to their original locations. Extra tables and chairs shall be returned to their racks.
10. Any dishes or utensils used shall all be washed and put away. Return all kitchen items to an orderly condition and wipe all countertops. Rinse sinks and clean all spills. Towels and dishcloths are not furnished so you will need to bring your own.
11. Coffee grounds shall not be placed into the sinks.
12. All garbage shall be transferred from garbage cans to dumpsters located outside the community center. Garbage bags are located in drawer in the island across from the stoves.
13. Remove all decorations and supplies before you leave.
14. Do not move the piano. Use of the piano by children with adult supervision only.
15. All lights shall be turned off and all doors shall be locked at the end of the event.
16. Return any and all keys to the City Clerk's Office right away; a drop box is available at the Civic Center alongside the vestibule windows. Damage Deposit shall not be returned until key is returned.
17. Failure to follow the policies and rules established by the City shall be cause for forfeiture concerning future use privileges and may subject the user to liability for any loss or damage caused thereby.

THANK YOU FOR YOUR COOPERATION.