

City of Pleasant Plains
P.O. Box 269
Pleasant Plains, AR 72568
501-345-2262

COMMUNITY CENTER USER AGREEMENT

1. A responsible adult must make arrangements for the use of the room and be present while in use! That adult must make arrangements of picking up the key and returning it. If the key is lost, a new commercial lock and 10 keys will be purchased at the users expense.
2. A \$40.00 user's fee will be charged. The fee is used to buy cleaning supplies, trash bags, etc.
3. The person making the arrangements is responsible for ALL damages that occur during use.
4. The adult responsible must supervise any teenage activities and remain at the event until cleaning is done and the building is vacated.
5. Do not use counter tops or tables to cut on.
6. Do not sit or stand on tables.
7. Please do not scoot the tables across the floor. Pick them up when moving them or storing them.
8. No excessively loud music is permitted.
9. Nonprofits may use the facility for free but must clean after use.
10. Tables and chairs must be folded and put up in the area they were found.
11. You may use push pins, thumb tacks, tape or command strips, but they must be removed after use.

12. Sweep and mop the kitchen, bathroom and community center floor after use.
Mop and bucket are provided in the hall along with cleaning supplies in the closet for wiping down the tables and chairs.
13. There may be someone else booked behind you and you will receive it cleaned and are expected to leave it the same way you received it.
14. Kitchen utensils must be cleaned including dishes, microwave, stove, coffeemaker and sink.
15. ALL trash must be removed and new bags replaced in containers. Blue cans are provided on the southwest corner outside of trash.
16. THERE IS A THERMOSTAT THAT CONTROLS THE HEAT/AIR. WHEN LEAVING IN THE WINTER, PLEASE SET IT TO 65 DEGREES. WHEN LEAVING IN THE SUMMER, PLEASE SET IT TO 75 DEGREES.
17. NO SMOKING ALLOWED IN THE BUILDING.
18. NO ALCOHOL ALLOWED IN THE BUILDING OR ON PREMISES.

I, _____
Agree to abide by the rules set forth in the contract with the City of Pleasant Plains.

DATE: _____