

COMMUNITY ROOM / BASEMENT RENTAL POLICIES

(This policy applies to all renters (paid rentals, service organizations and NFP)!

- ❖ Both buildings are smoke free.
- ❖ No alcoholic beverages on the property.
- ❖ Room must be cleaned up & evacuated by the END time noted on the rental contract.
- ❖ The use of confetti, sequins, glitter, baking sprinkles, and gum are strictly prohibited anywhere on the property.
- ❖ No nails are to be used on the walls. Tape Only!
- ❖ **Cleaning Responsibilities:**
 1. Wipe tables and chairs down, return to designated area.
 2. Empty trash from all areas, including restrooms, & take to the dumpster area in the parking lot.
 3. Restroom trash bags are provided by FCT. All other trash bags are the responsibility of the renter.
 4. Vacuum is provided. THE FLOORS MUST BE VACUMMED!!
 5. Clean out microwave, if used.
 6. Clean kitchenette, empty the fridge out (if used).
- ❖ Turn off all lights and close all doors when leaving.
- ❖ If you arrive for your event and you find a previous renter did not follow the rental policy, it is your responsibility to notify our office.
- ❖ All rentals, failure to follow this policy will result in your deposit check being cashed, no exceptions.
- ❖ Paid rentals: cancellations must be made within two business days of the event in order to receive a refund

Please report any problems or issues to 317-841-3180 Monday – Friday. Phones are not answered during the weekend. Emergency issues, please contact the number on the door.

Thank you for cooperation in keeping our Community Rooms clean for all to enjoy.

Renter: _____ Date: _____