

**Oswego Community Center  
203 North Street**

**RULES AND REGULATIONS**

**Please be sure to read carefully as refund of deposit is dependent upon the following:**

When you make your reservations, please make sure that you are out of the building by your allotted time or additional rent may be taken from your deposit.

For Weddings/Receptions, only bubbles are permitted in the building and bird seed is permitted outside. Please do not use confetti or rice inside or outside of the building.

- **Tobacco & Alcohol:** No tobacco products are permitted inside the building. No alcohol may be sold for consumption on the premises.
- **Fire Alarms, Extinguishers, & Suppression System:** Unnecessary setting off, tampering with, or misconduct of any fire prevention systems will result in a \$150.00 charge plus expenses to repair any equipment. The system is locked. If the system is activated please call 911 if it's an emergency or LaBette County Sheriff Office at 795-2565 to have someone shut the system off.
- **Heat/Air Units:** When leaving, please turn heat to 65 or air to 75. We appreciate your cooperation in keeping the cost of operation as reasonable as possible.
- **Keys:** Keys may be picked up the night before at City Hall, 703 5<sup>th</sup> Street, if you require access to the building prior to our offices opening at 8:00am through the week. Keys for weekend and/or holiday use should be picked up on the Friday before, prior to 5:00 pm. Failure to pick the keys up could result in extra fees, if staff must be called out to open the building.
- **Restrooms:** Please check restrooms before leaving to be sure no water is left running, and all stools and urinals have been flushed. Bathroom trash liners – if emptying trash in bathrooms, lift up on the bin and replacement liners are provided under existing liners.
- **Tables & Chairs:** Please wipe down all tables and chairs and returned to the storage closet in which they were found. Please **do not** sit or stand on tables or drag them across the floors. Moving carts for tables are provided. Please return tables/chairs to carts per instructions on clean up sheet.
- **Trash:** Please make sure **all** trash is sacked up in the room(s) rented and placed in the dumpster outside of the building. Please make sure that new liners are placed in all receptacles.
- **Floors:** Please sweep all floors. Floors will need to be mopped during inclement weather or when serving food.
- **Cleaning Supplies:** Cleaning supplies, (mop, broom, mop bucket, etc) are in the kitchen clean up area south of the ice machine. Cleaning towels are in the kitchen on the bottom shelf of the large island (north side). If the Kitchen has been rented by another party, the cleaning supplies/cleaning towels will be set out in the room that you have rented. Restrooms: Please make sure all stalls are flushed; paper picked up and counter wiped down. If emptying trash in bathrooms, lift up on the bin and replacement liners are provided under the existing liners. Liners for the large trash cans are located in the kitchen and kitchenette (John Matthews Room). Please refer to the clean up sheet that has been provided to you for all other housekeeping requirements.
- **Forgotten Items:** Please cleanup room(s) rented and all personal items removed when your event is over. Any remaining items will be held for 2 weeks after the event then disposed of. Please call the City Office immediately if you find you are missing an item.
- **Marker Boards:** If used please be sure to return markers to the top cabinet in the John Matthew Room and in the top cabinet in the kitchen to keep out of the reach of small children. Any damage done to walls, panels, etc. will be charged back to the renter.

- **Moveable Room Divider:** DO NOT tamper with the moveable room divider. It requires a special tool and if tampered with, the fee to repair will be taken from your deposit.
- **Kitchen:** Cleaning of the kitchen will be subject to, but not limited to the following:
  - 1) All items in the locked kitchen storage area are labeled. Any items used must be cleaned, dried, and returned where they belong.
  - 2) Clean kitchen facilities including sinks, cabinets, countertops, any spills on or in kitchen equipment such as ovens, refrigerators, stovetops, etc.
  - 3) All dishes, glassware and silverware should be washed, dried, and put away.
  - 4) The City of Oswego will provide cleaning supplies and towels.
  - 5) Please **DO NOT** put coffee grounds or grease in the sinks.
- **Doors:** Before leaving the community building, please make sure **ALL doors** are locked. Each outside door has a panic bar that you have to push to exit the building when the door is locked. Insert the Allen key in the hole next to the panic bar and turn it while still holding the bar down. This should lock the bar in the down position and this allows the door to be unlocked. The same procedure is followed to lock it back. Hold the panic bar down and turn the Allen key to release the bar into the up position so the door will lock. **A call out fee (\$35.00 evenings and week-ends and \$45.00 holidays) will be charged if keys are not picked up during regular business hours. NO EXCEPTIONS.**
- **Reservations, Rental Agreements, Deposit Information**
- All reservations require a completed Rental Agreement to ensure your reserved date.
- Annual events of any kind will require a new Rental Agreement be provided each year to ensure your annual standing reservation. If you want to confirm your reservation for next year you may pick up a rental agreement at the City Office any time after your current event. Reservations will only be accepted up to one year in advance.
- All deposits will be mandatory at the time the Rental Agreement is submitted. This deposit is required to cover costs of any damage to the building or equipment and/or any cleanup that was not taken care of following the event, however, it does not relieve the renter from responsibility of additional charges if damage would be greater than the deposit.
- All other Rental Fees will be due prior to utilizing the Community Center.
- **A call out fee (\$35.00 evenings and week-ends and \$45 holidays) will be charged if keys are not picked up during regular business hours. NO EXCEPTIONS.**

**Refunds on Cancellations:**

- A full refund will be given for cancellations of 30 days or more prior to rental date. Cancellations of 30 days or less will result in forfeit of deposit, not to exceed the price of rental.

**I have reviewed and I agree to abide by the Terms and Conditions, as set out by the City of Oswego, for the use of the Oswego Community Center.**

\_\_\_\_\_  
**Rental Party**

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

\_\_\_\_\_  
**City Employee**

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