

Village of Bancroft
P.O. Box 267
Bancroft, NE 68004-0267

RULES FOR USE OF THE COMMUNITY BUILDING – MAIN LEVEL

Deposit of \$150.00 required at time of rental along with \$150.00 rental check.

Do not use any tape on the walls other than painter's tape. **Do not** use pins, tacks or nails.

You will need to provide 39 gallon trash bags for the large trash cans.

Tables and chairs **cannot** be moved to other levels.

All tables and chairs **must** be washed before putting them away.

Please put all tables and chairs back where you found them in a neat order.

Remove all trash from the building. Dumpster is located on the North side of the building on the lower level. A door is located on the lower level on the north wall at the bottom of the steps.

All floors need to be swept and mopped before leaving the building including the hallway. Pick up all food or debris before vacuuming. Please vacuum the rugs located by the front door.

Sinks, toilets and bathroom floors need to be swept and mopped.

Brooms and vacuum are located in the storage closet next to the stage. Please put everything back where you found them.

Any damages from balloons, ect. caught in the ceiling fans will be billed to the renter.

Turn heat or A/C on **30 minutes** before event. Make sure to turn the thermostats back to the original temperature it was set on.

Large cooler can be turned on several hours prior to event and must be unplugged when finished with rental.

Report any damage to the Village Clerk as soon as possible. You will be responsible for any damage done to any part of the building at the time you have reserved the building. Deposit checks will be held until all damages are paid for, and/or until the building is clean.

I have read all of the above rules for the rental of the Bancroft Community Building and agree to abide by these rules.

Signature

Date