

# POWDER RIVER COUNTY COMMUNITY CENTER

## RULES AND FEES

### SCHEDULING AND FEES:

Contact the Sheriff's Office to schedule use of the facility.

Before receiving keys to the building, applicable usage fee and damage/cleaning deposit must be submitted to the Sheriff's Office.

### Charges are as follows:

Youth Groups & Senior Citizens	No Charge for non-profit events
Funeral Associated Functions	No Charge
Pitch-Ins, Coffee & Cookies, Meetings, etc.	\$ 35.00 per use
Full day's use, use of kitchen, and/or money making event (user must pay for set up days as well)	\$ 75.00 per day
Tables	\$ 10.00 per table
Chairs	\$ 10.00 per 25

**Damage and Cleaning Deposit: \$100.00 refundable if the building is cleaned and user rules are complied with. Building will be inspected after key is returned to determine if deposit can be refunded. Key must be returned or deposit will not be refunded. If the Center is not cleaned properly, there will be a charge to have it cleaned. Whoever reserves the building will be held responsible for paying cleaning charges.**

### Building User Rules:

#### Main Hall:

Leave all new tables up in the main hall. The others are to be cleaned, folded, and stored in the same place and manner in which they were found.

Clean and fold all chairs and store neatly on chair racks.

Sweep, mop, and pick up entire building. Kitchen and bathrooms must be swept and mopped. **EMPTY ALL GARBAGES!**

Turn thermostats down to 50 degrees.

Shut all doors (restrooms, kitchen, furnace room). Lock both entrances and check door to be sure it is locked. **SHUT OFF ALL LIGHTS!**

#### Kitchen:

Dishes, coffee pots, etc., are to be washed and stored where they were found. Must provide your own dish towels and dishcloths.

Cupboards, tables, and appliances are to be washed and wiped after each use. **THIS INCLUDES THE STOVE!**

Empty trash bins in garbage can on the outside at the rear of the building. Place plastic liners in all trash bins – a supply of liners is stored in the furnace room.

Do not leave food in the refrigerator.

All lights and fans are to be turned off.

Turn all thermostats down to 50 degrees.

#### Restrooms:

Clean restrooms thoroughly. Fixtures should be cleaned. Floors must be swept and mopped.

#### Snow Removal:

Users will be responsible for removing snow from sidewalks as necessary.

**REMEMBER:** This building is being cleaned and kept up by those who use it. We appreciate your cooperation!