

## **Steele Community Center Responsibilities**

- ❖ You will be restricted to the rooms you have agreed to rent. A security deposit of \$50.00 must be made when you rent the building. Checks should be made out to the City of Steele. Please make out two checks. One check for the deposit - it will be returned if there are no problems- and one for the rent.
- ❖ You are responsible for setting up and taking down the tables and chairs in the main auditorium. The downstairs Trophy Room already has tables and chairs set up.
- ❖ You are responsible for picking up the keys prior to the event from the Steele City Coordinator office M-F from 9:00 am to 12:00 noon.
- ❖ You must supply your paper products: dishes, cups and napkins. If you choose to rent the kitchen, you may use the glass plates, cups and silverware that are stocked in the Community Center. You are responsible to make sure they are clean before and after you use them.
- ❖ All trash, indoor and outdoor, must be placed in proper receptacles. There are garbage bags, brooms, and cleaning supplies in the closet under the basement stairs. There is a dumpster located in the back of the building by the south west entrance to dispose of garbage. Rooms must be cleaned on the day the event is over.
- ❖ Any vandalism or theft of property will be taken out of your deposit. Any remaining balance that your deposit does not cover for repair or theft will be billed to you.
- ❖ Make sure all doors and windows are closed and locked. Turn off the lights and make sure the heat is set at 65 degrees and the air conditioning is 72 degrees.
- ❖ Return the keys on the day of the event by placing them in the white mail box attached to the door of the basement closet. Or drop them off at the Steele City Coordinator's office M-F 9:00 am to 12:00 Noon. You will not receive your deposit back until the keys are returned.
- ❖ Alcohol and drugs are prohibited. No smoking is permitted in the building.
- ❖ No Community Center equipment can be removed from the building.
- ❖ The City reserves the right to make changes or cancellations.

**The City of Steele is not responsible for any accidents or injuries that occur.**