



ROOSEVELT COMMUNITY CENTER RULES AND CHECKLIST

Thank you for choosing the community center for your event. Listed below are general facility rules and a checklist to be completed after your reservation.

If you should experience any problems with the facility between the hours of 8am to 6pm Mon-Fri or 9am to 4pm Sat-Sun, please contact The River's Edge front desk staff at (563) 328-7275. After hours, please contact the on-call service at (563) 655-4166.

1. Please do not hang decorations or anything else from the ceiling.
2. Please remove all decorations, including tape or other adhesives from tables, chairs, windows, etc.
3. Please do not slide tables and chairs across the floor.
4. Please do not take furniture outside of the building.
5. You may cater your own food and beverage.
6. Only beer and wine are allowed on the premises and only with the appropriate insurance. No other alcoholic beverages are allowed.
 - a. If serving alcohol, you will be required to provide proof of "Host Liability" insurance to the Parks & Recreation Department ten (10) days prior to the event date. Failure to provide insurance or communication that alcohol will not be served will result in cancellation of the reservation. The reservation fee will not be refunded.
7. Please do not smoke. The community center is a non-smoking facility.

The following is a list of tasks that must be completed prior to departing the facility. Please check off the items as completed and leave the sheet in the kitchen area. **Failure to complete any of the above closing duties could result in forfeiture of part or all of your deposit.**

- Floors and kitchen area should be swept, mopped and wiped down. Please leave this area in the same condition as you found it.
- Remove all decorations, including tape or other adhesives from tables, chairs, windows, etc.
- Dispose of all trash. A trash container is located outside in the west parking lot.
- Return all tables, chairs and other furniture to their original locations.
- All tables, chairs and other furniture items must be returned to its original location.
- Additional furniture/equipment brought into the center must be removed from the premises by the end of your scheduled event.
- Turn off all lights. The Gym lights are located in the gym to the right of the kitchen window. Kitchen lights are located in the kitchen on the right-hand side of the door.
- Close and lock all building doors if leaving prior to attendant arriving.

As a condition of the gymnasium rental, a deposit was required. If any of the above listed duties are determined to have not been completed, by fault of the renting party, then forfeiture of part or all of the deposit may occur. See contract for details.