

SRC Rental Rules & General Information

11/13/21

A deposit of \$100 is required at the time that you reserve the Sturgeon Recreation Center. This ensures your date.

The following conditions must be followed and met for your deposit to be returned. Failure to copy will result in ALL or a PORTION of your deposit to be retained. Please advise anyone that is assisting you with your event of these rules. Additional copies may be obtained.

1. You must be done; all items must be removed, and all cleaning must be done by the end of the rental period.
2. Rental **does not include** the mezzanine. We will make every effort to make sure that the doors are closed and locked if they are not closed when you arrive, please close them. No one is allowed on the mezzanine for any reason while the facility is rented.
3. Kegs are allowed however **please** make sure that you have a tarp underneath them to protect the floor.
4. Tables and chairs must be put away in the storage building in an orderly manner like found.
5. No tape of any kind is allowed on the floor as the adhesive pulls off the paint.
6. Driving nails or screws into the walls or floor **is not allowed**.
7. Trash must be placed in the dumpster located at the east end of the recreation center drive.
8. No glitter or confetti allowed.
9. Any additional tables chairs, equipment, rental items, that you or someone on your behalf brings into the facility **must** have rubber or cushioned feet. The paint on the gym floor is easily scratched. Please make sure that you advise caterers, DJ's and event planners of this rule. We have had problems with rollers on equipment scratching the floor.
10. Renters will be charged for damage to the building equipment or fixtures.
11. **The floors including the gym floor must be cleaned, dust mopped and if food or drinks have been spilled wet mopped.**

If you are renting the facility on a Saturday Evening, for a reception we strongly suggest that you consider renting for Sunday also as this will allow for plenty of time to clean and get everything put away.

Supplies:

- Folding tables and chairs are in the storage building located outside the west rear door of the building. The key to the storage shed is in the closet in the kitchen area. There are also some tables and chairs in the meeting room.

- Wet mops, mop buckets and dust mops are in the mop closet, which is in the Men's bathroom.
- An electric sweeper is in the closet in the kitchen area.
- Cleaning supplies and trash bags are under the kitchen sink.
- Brooms and dust pans are in the kitchen area and the closet in the Men's bathroom.
- Toilet paper, paper towels and hand soap are under the counter in the kitchen.