

# *Guidelines for Use of Community Center*

*Individual and /or organization who reserve the community center agree to abide by all of the following:*

1. Tobacco, alcoholic beverages or gambling are not permitted in the building or on school grounds.
2. To reserve the community center, a security deposit of \$100.00 is required at the time of scheduling an event. This will be refunded if the building is left in a clean and orderly manner.
3. The \$100.00 deposit will be refunded, if cancelled three days before the event.
4. The individual and /or organization whose signature appears on the reservation form will be responsible for the cost of repairing damages or replacement of equipment if damaged.
5. Rental fee will start when the custodian opens the doors, and will end when the custodian finishes cleaning up the Community Room. Individuals and /or organizations are responsible for cleaning the kitchen.
6. A/C & Heating is on a computer system and will be turned on 1 hour before your meeting and will turn off at designated time of event.
7. Chairs and tables can not be moved from the community center. Please be careful moving chairs and tables so that walls and carpet will not be marked and damaged.
8. Decorations must be limited to tables only! Do not hang, tape, or pin anything to the walls.
9. The use of the kitchen is intended for warming food and not complete meal preparation. An ice machine is provided for your convenience. The kitchen area should be left in a clean and orderly condition, with all food removed after the event. **Utensils in the kitchen are property of CISD, and can not be removed.**
10. Crandall I.S.D., the City of Crandall and /or the City of Combine have priority scheduling for use of the facility with advanced notice.
11. Rental fees are as follows:
  - \$100.00 deposit
  - \$50.00 per hour (2 hour minimum)
  - \$20.00 per hour custodial fee (2 hour minimum)
12. Make check payable to CISD and mail deposit to:
  - Community Education
  - P.O. Box 128
  - Crandall, Texas 75114