



Community Center Rules and Procedures

1. Enter and vacate the premises at you scheduled time.
2. Alcoholic beverages are **NOT** allowed at **ANY** City facilities.
3. No tobacco use or smoking is allowed in the building, or within 25 feet.
4. All chairs and tables need to remain in the building.
5. Do not sit on tables.
6. Children must be supervised.
7. **Do not obstruct the heaters in any way.**
8. Renters are responsible for bringing their own linens and towels.
9. Please do the following prior to leaving. Cleaning supplies are in locked cupboards - use front door key on padlock).
 - Wash and put away dishes
 - Clean all floors
 - Clean tabletops and chairs. Put them back on provided racks
 - Remove all garbage and place into park dumpster.
 - Remove all items and clean fridge.
 - Turn thermostat down to 55°
 - Make sure the doors and windows are securely locked
 - Turn off lights

Deposits will be **forfeited** if a key is not returned, **tape, tacks or nails are used** on the walls, a city employee is called to unlock, clean up, or repair damages, etc. The user will be responsible for damages and clean up.

Failure to observe rules and regulations of the City may result in loss of usage privileges. The City reserves the right to determine condition of the premises after each rental and determine **if the deposit will be refunded**. The City reserves the right to refuse any reservation they feel necessary. The refund may take up to 3 weeks to process. Checks will be mailed to address on the Event Agreement form.

Report any damages or problems to the City Hall Annex at 360-225-8281 **as soon as possible**. If the problem occurs after hours, please call Woodland Police Dispatch at 360-225-8981.

Keys can be returned to City Hall, Mon-Fri 9am-5pm or dropped in the utility drop box located in the City parking lot on Second St.