

# Geneva Community Center

## ACCEPTABLE USE POLICY

- **Room capacity is 150 persons.** If more will be attending, this must be address and listed in writing on the **RENTAL RESERVATION REQUEST & AGREEMENT.**
- Only the upstairs, elevator, and stairs are to be used by the Renter. No loitering or meetings are allowed in the lobby area.
- No pets are allowed in the Geneva Community Center and Town Hall.
- No furniture is to be moved or removed from any of the rooms unless prior written arrangements have been made.
- Renter is responsible for supervision and control of all children and adults.
- No loud or offensive language in the building.
- No smoking or alcoholic beverages are allowed in the building.
- Town of Geneva personnel reserve the right to evict persons from the facilities if inappropriate conduct is observed.
- The Town of Geneva and Geneva Community Center are not responsible for any personal items left behind, stolen from, or damaged during the use of these facilities by the Renter.
- Renter is responsible for ANY damage made to Geneva Community Center or contents during the event. If soiling or damage by the Renter is determined to require professional services to correct (i.e. professional cleaning, repair of broken furniture, etc), the Town will repair any damages and submit the bill to the Renter for payment.
- Carry-in food items & containers plus all trash must be removed from the facilities by the Renter following the event. This includes all trash from the restrooms.
- If rented are is not cleaned and in the condition at time of rental, the Security Deposit will be used to clean and restore the facility; otherwise, the Security Deposit will be returned after keys are turned in during the next Town Hall business day AND rooms have been inspected for cleaning or damage. A late fee of \$10 per day will be assessed for late return of the Community Center keys.

***By signing below, the Renter agrees to abide by the above policies, and further agrees to indemnify and save harmless Geneva Community Center and Town Hall from any claim or loss by reasons of Renter's use or misuse of rented premises and from any claim or loss by reason of an accident or damage to any person or property on said premises. NOTE: For some events, Renter may be required to furnish proof of general liability insurance listing Geneva Community Center and Town Hall as additional named insured.***

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Renter Name (printed)

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(signature)

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(date)