

Geneva Community Center

RENTAL POLICY

RESERVING in ADVANCE

- Individuals or groups **MAY** reserve Geneva Community Center several months in advance.
- Individuals or groups using the Geneva Community Center on a recurring basis need not sign a new agreement each time, as long as the person in charge remains the same.
- Geneva Community Center **RENTAL RESERVATION REQUEST & AGREEMENT** applications are available at the Geneva Town Hall during its regular business hours: Weekdays 8 am-4 pm EXCEPT Wed 8 am-12:30 pm (Closed Sat & Sun); or by contacting the Geneva Chamber at 260/368-7251 ext 1419 or email at chamber@twnofgeneva.org
- Room will **NOT** be considered **RESERVED** until a completed application and \$50 deposit is received at the Town Hall.
- A list of available amenities is provided on the **RENTAL RESERVATION REQUEST & AGREEMENT**. Unless specified on the agreement, other space or equipment is **NOT TO BE USED**. Failure to comply **MAY** result in forfeiture of the Security Deposit.
- It is the responsibility of the Applicant to ensure the group complies with Geneva Community Center **ACCEPTABLE USE POLICY**.
- If use of rental space is expected to extend beyond regular Town Hall business hours, Renter must advise the Chamber at the time of making the reservation so that heating/cooling system can be set to accommodate the event.
- It is the responsibility of the Renter to return the room to the same condition as it was at the start of the rental.

CONCLUDING the EVENT (BEFORE LEAVING THE BUILDING)

- All lights turned off
- Water is not running
- Gas range and oven turned off
- ALL food and drinks removed
- ALL TRASH (including in restrooms) removed from the Building.

CANCELLATIONS

- Please provide advanced notice for a change in event time/location or cancellation.
- Although there is no financial penalty for cancellation with advanced notice, "no-shows" or repeat cancellations will forfeit their Security Deposit and **MAY** be denied future reservations.

IN CASE OF EMERGENCY, PLEASE CONTACT _____