



Cleaning Deposit Information for Nick Harroz Community Center Rental

In order to keep the Nick Harroz Community Center facility in good condition, the following rules must be agreed upon and abided by those renting the center. We appreciate your cooperation in this matter.

Required cleaning deposits:

- Entire building rental: \$600
- Bomber Room rental: \$150
- Midwest Room rental: \$300
- Titan Room rental: \$150

All cleaning deposits must be made in advance of renter or anyone in your party entering into the room. All cleaning deposits must be made in cash or check.

Cleaning deposits are gladly refunded if the following items are done prior to you and your party leaving the facility:

- No dragging of tables, chairs, etc. across the floor.
- No hanging or attaching decorations to the wall, ceiling, floor, doors or windows.
- Tables and chairs must be wiped down.
- Tables and chairs must be returned to the designated storage area. (There is no charge for use of tables and chairs; however, if you choose to not return them to the designated storage, a fee of \$2.00 for each table and \$1.00 for each chair left out will be assessed. This fee is in addition to your cleaning deposit.)
- Floors must be swept and mopped. Equipment is available from building attendant.
- If used, kitchen counters, refrigerator and stove must be wiped down.
- If using Bomber or Titan Rooms, trash must be emptied into the poly carts located on the southwest corner of the building. (Additional trash bags can be obtained from building attendant.)
- Rooms must be vacated by designated time.
- Prior to vacating facility, please contact the building attendant to review the room(s).

Failure to comply with rules may determine your future use of the facility. I have read and understand the above information regarding cleaning deposits.

Signature _____ Date _____

Nick Harroz Community Center Refund Policy: A 75% refund will be issued if you cancel at least ninety (90) days in advance of your original event date; a 25% refund will be issued is you cancel at least eighty-nine (89) to sixty-one (61) days prior to your original event date. No refunds will be issued if you cancel sixty (60) days or less prior to your original event date.

Refunds issued take a minimum of 15 working days to a maximum of 30 working days to be processed.

Last date to receive a 75% refund _____

Last date to receive a 25% refund _____

I have read and understand the above refund policy: _____