**RULES FOR THE RENTAL OF THE WALDO COMMUNITY HALL:**

* Garbage is the responsibility of the renter and should be removed from the building
* No flames in or around the building
* No alcohol in the building or on town property
* No smoking in the building
* No holes poked into the walls
* Nothing should be stuck to the walls that will damage the paint/sheetrock when removed
* Use of the building is strictly limited to the times stated in the contract
* Be sure to turn off all lights when you are done
* Be sure the windows are closed and locked
* Be sure all doors are completely locked and latched
* If the coffee maker is used it must be turned off, left cleaned and put away
* Building must be left clean, trash removed, decorations removed, floors swept and mopped, any messes made cleaned up
* Bathroom emergency key is located on the bathroom door frame in a magnetic box
* Please do NOT adjust thermostat
* Return key promptly
* Deposit in the form of a check for $75 made payable to the Town of Waldo must come with your completed rental agreement in addition to your rental fee. The deposit will be returned to you upon verification that there is no damage, and the building has been left clean
* Please be sure to monitor all activity and behavior of your guests while at the facility to insure that injury does not occur, remember **YOU ARE THE RESPONSIBLE PARTY**

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Renter/Lessee Date