

SHIPPINGPORT BOROUGH
COMMUNITY BUILDING RULES & CHECK LIST

APPLICANT'S NAME _____ RENTAL DATE _____

1. No pets of any kind
2. No smoke machines
3. Directional signs, balloons, arrows, etc. may not be posted on trees, telephone poles, or street signs on public property or on the building. Directional signs must be located on a removable post installed by the applicant. All posted signs must be removed immediately following the rental. Failure to remove posted signs will result in loss of deposit refund.
4. No nails and/or staples are to be used on walls or tables
5. All decorations must be removed immediately following the rental.
6. Handicapped parking is for the handicapped only.
7. Renters must vacate the building by midnight.

The Borough shall inspect the building following the rental. If for any reason there is damage to any part of the building, the Borough shall determine the extent of damage and deduct the dollar amount from the deposit.

Also, if the clean up exceeds the routine duties required, a restitution fee shall be assessed and deducted from the deposit.

In either or both cases, if the amount of damage or extra clean-up required exceeds the deposit paid, the Borough reserves the right to bill the renter for the balance to be paid in full no more than 30 days from the billing date. If payment is not received from the renter within that time, all future building requests will be denied until such time as the Borough receives payment.

The renter may also be subject to criminal prosecution should the loss to the Borough be deemed criminal or negligent.

THE FOLLOWING IS A LIST TO BE COMPLETED:

- _____ DOORS & WINDOWS LOCKED AND ALL LIGHTS TURNED OFF
- _____ BATHROOMS & KITCHEN FLOORS DAMP MOPPED.
- _____ COMMODES MUST BE FLUSHED
- _____ MAIN FLOOR SWEPT
- _____ TABLES & CHAIRS WIPED OFF & PUT BACK WHERE FOUND
- _____ GARBAGE CANS EMPTIED & REPLACED WITH NEW BAGS
- _____ ALL TRASH PUT IN DUMPSTER BEHIND BUILDING
- _____ HEAT TURNED DOWN TO 58° - MAKE SURE AIR CONDITIONING IS OFF
- _____ MAKE SURE ALL WATER IS SHUT OFF IN THE KITCHEN AND BATHROOMS

NOTE: When using the air conditioning, keep windows and doors closed. Equipment for cleaning is located in the mop room at the rear of the cloak room.

Return this form and the key by 4 PM the next business day following the rental date. The deposit will be returned following an inspection to insure proper cleaning and all properties and equipment being present and undamaged. Allow 5 days for refund of deposit.

Signature of Applicant

Inspected By _____

Date _____ Time _____

Refund Approved _____