



## ROOM/BUILDING USE CONDITIONS/CLEAN UP

### SPACE USE

The Lessee understands that the Building (Gymnasium, Stage, Kitchen, Dining Room, Restrooms, etc.), will be used solely for the activities stated within the Rental Request. The Lessee may not assign this lease, nor rent or sublet any part of the premises, nor make any alterations thereto, without the written consent of the CCBC. Upon violation of this provision, Lessee shall forfeit all amounts paid and shall be liable for any damage to the CCBC.

When not renting the kitchen, this room is limited to the use of the stainless-steel cooler and sink.

### SET UP/TEAR DOWN

The Lessee is responsible for setting up and taking down tables, chairs, and any other equipment requested. **Note: Do not slide tables or chairs across the floor, this scratches the floor and you will be assessed damages.**

- Folding Chairs are to be restacked in the dining room in their original state.
- Tables are to be restacked in the storage area under the stage.

The Lessee is responsible for leaving all rooms and equipment in as good or better condition as found. All pictures, furniture, tables, etc. that must be moved or rearranged are to be returned to the original location at the end of the event. Failure to do so will result in the loss of your deposit.

### CLEAN UP

The Lessee is responsible for all clean-up of the building after his/her event including taking the trash out.

- All trash bags and other items are to be taken to the dumpster behind the CCBC building. Garbage can liners shall be provided by CCBC and are to be placed in the cans by the Lessee.
- Bathroom facilities are to be checked and cleaned as needed. Soap and paper products shall be provided by CCBC.
- All dishes, pots, pans, glassware, silverware and other utensils must be washed, sanitized, dried and returned to its original location. The kitchen area is to be left in as good or better condition than it was found prior to rental. This means cleaning and wiping out the sink and fixtures.
- Floors are to be swept and mopped. Necessary items shall be provided by CCBC.



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### CLEAN UP (*cont.*)

- Cigarette butts and other trash in the designated smoking areas are to be picked up.
- Thermostats may be adjusted to your comfort. Upon leaving the building, all thermostats need to be turned down to the indicated temperature located on the thermostat.
- All lights are to be turned off as well as any other electronic equipment.

***Failure to comply with any of the above will result in the loss of your deposit.***

A CCBC Board representative will schedule a walkthrough of the building and give you possession of the building key. A final walkthrough will be agreed upon to inspect the property and get the key.

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Lessee Name (Please Print)

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Lessee Signature

Date

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CCBC Representative

Date