

# Town of Cable Community Centre Policies

Contact the Town of Cable for rental fee inquiries at 715-798-4440.

Rental Fees will be charged for private use such as weddings, birthdays, memorial services, private meetings etc. There will be no charge for public events such as exercise classes, community dinners, book club meetings and any town activities.

In addition to your rental fee a \$100.00 security deposit for damage, cleaning and garbage is required. This needs to be in the form of a separate check from your rental fee. (Some or all of this deposit may be refundable)

- Note that if damages, cleaning or garbage left behind is more than \$100.00 you will be responsible for the additional amount owed.

If garbage is left behind a fee of \$5.00 per bag will be incurred. Please feel free to leave your recyclables and our cleaning person will make sure that these get taken care of properly. All groups must clean up after each use. (See the list below). If this is not completed a charge of \$25.00 per hour cleaning rate will be charged.

Cleanup consists of chairs and tables wiped clean and put away, i.e. tables and chairs returned to their proper dollies. Do not slide table and chairs across hardwood floors as it will scratch and damage the floors. Wipe down all the counter tops and sweep the floor. If the kitchen is being used, please sweep and mop the floor. Dishes should be cleaned and put away after use in their appropriate spots. There is a dishwasher available with instructions for use. The stove, oven, refrigerator, microwave and sinks must be cleaned and emptied after use. Please make sure that all water faucets are turned off including the bathrooms and that all toilets are flushed. Cleaning supplies and equipment needed are provided in the supply closet down the hall next to the Men's bathroom.

- Please do not remove cleaning or extra supplies from the building.
- Tables and chairs may NOT be removed from the building.
- Nothing may be taped, tacked, or fastened to the walls, windows or the floors.
- No smoking in the building at any time.
- If alcohol will be served, it may be brought in and given away, but may not be sold. All State laws must be followed with distributing and consumption of alcoholic beverages.
- Recurring users may have a key issued to them during the period of their use. A responsible party must acknowledge the Contract Key agreement

by signing. To arrange for a key, please contact the Clerk or Treasurer at the Town of Cable office at 715-798-4440. For single time users, the Community Centre will be unlocked and locked with time specified by you.

If you have any other questions, feel free to call the Town of Cable Office at 715-798-4440.

Sincerely,

Town of Cable Board