



Town of Youngsville
Board of Commissioners
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YOUNGVILLE COMMUNITY HOUSE RULES

**DEPOSIT IS REQUIRED BEFORE RESERVATION IS FINAL
(DATE WILL NOT BE HELD UNTIL SIGNED APPLICATION IS RECEIVED AND DEPOSIT IS PAID)**

****Note: The Deposit Refund can take up to one month after rental of the Community House or cancellation.**

Saturday and Sunday rentals should pay the rent and pick up the key on Friday at Town Hall during normal operating hours.

1. Hours for use of the Community House are from 8 am until 11 pm. Building must be completely vacant and locked up by 11 pm.
2. **NEVER** block the exits. Make sure all doors are not blocked at any time.
3. Fire Code allows for a maximum capacity of 75 people in the Community House.
4. **NO** alcoholic beverages allowed.
5. **NO** smoking allowed inside of the building.
6. No handguns; concealed or not concealed allowed.
7. **DO NOT** put any decorations of any kind on the ceiling, including the light fixtures. **DO NOT** use tacks, staples, tape, etc. to attach anything to any part of the structure inside or out.
8. Lights must remain on any time the building is occupied. Make sure all lights are off upon leaving.
9. **DO NOT** remove curtains, blinds, flower arrangements or anything else in place upon your arrival.
10. The Town of Youngsville has a noise ordinance. Please keep music at a reasonable level.
11. No dancing or other activity that could possibly damage the floor or any part of the building.
12. Make sure the refrigerator door is closed tight. **DO NOT** remove any parts or drawers from the refrigerator.
13. Fold all chairs and tables and place in the proper racks. **DO NOT MOVE THE CHAIR RACK.**
14. Make sure floors are swept and mopped and the Community House is left clean, including the kitchen and bathroom. Brooms and mops are located behind the kitchen door and cleaning supplies under the sink. *** Note: Failure to sufficiently clean the Community House will result in a forfeiture of your deposit.**
15. Set thermostat to 70 degrees when heat is used and 70 degrees when air conditioning is used before leaving.
16. Make sure all garbage is bagged and placed in the roll cart outside of the back door.
17. Lock all doors when leaving and put key in drop box at the Town Hall. Fill out Cleaning Check Sheet and put in drop box at Town Hall as well.