

RULES FOR USING THE SPENCER SENIOR CENTER

These rules apply to persons and groups renting and/or using the facilities at the Senior Center.

RENTAL FEES and DEPOSIT

- Rental fees are \$100 for each 4-hour block. Please contact Cecilia Taft at (405) 771-2908 for rental information and/or to reserve the facility.
- Use of the Senior Center on Sunday's or Holidays will be an additional charge of \$75.00.
- A security deposit of \$50.00 is required to rent the Senior Center. The deposit will be refunded when the facility and the grounds are found to be in the same condition that it was at the time of rental. Deposits will be returned in 3-5 business days.
- If cancellation is not made within 24 hours of the date scheduled the rental fee will be forfeited unless the cancellation is done by the Senior Center Committee of Spencer City Hall.

AVAILABILITY

- The Senior Center is not to be open past 2:00am, unless approved in writing.
- The Spencer Senior Center Committee and City Hall reserves the right to always assign primary use of the Center, and may, due to short notice, cancel and meeting previously scheduled by another group or individual, to meet its own commitments.

MANNERS, DECORATIONS AND CLEANING

CHILDREN MUST BE PROPERLY SUPERVISED AT ALL TIMES!

- **Smoking, weapons and alcoholic beverages are prohibited** on the Spencer Senior Center premises along with all City property. If violated it will result in forfeiting of deposit and possibility of being fined.
- No **animals allowed** except the support dogs or a guide dog.
- No decoration or materials of any type are to be permanently affixed to the walls, ceiling, floor, door or fixture. Any materials applied must be removed without damaging any surface within the Center. **Do not use thumbtacks, nails, staples or tape that leaves residue.**

- The buildings inside and outside areas must be properly cleaned and secured before leaving. There is a large dumpster located to the north behind the Fire Department that can be used for disposal of trash.

IMPORTANT

The City of Spencer will not be responsible for any accidents which occur on municipal property including the Center, while the building is in use.

An organization or individual hereby agrees to and accepts this term when permission is given to use the Center. An organization or individual further agrees to accept responsibility to enforce all the rules pertaining to the Center and for payment of damages to the Center or contents resulting from its use.