



Rental Rules

Two or more adults MUST oversee every function and be responsible for all damage to the facility. If any damage is unaccounted for, sponsors will be notified in writing and adjustments must be made.

For safety and security reasons, the City and the Police Department will be notified prior to your function. If the Police are called for any reason the deposit will be forfeited.

All functions MUST be over at 10:00 P.M. and the building MUST be closed by 12:00 A.M.

Rules:

1. No nails or tacks in any walls or ceilings.
2. Only blue or green painters' tape may be used to hang signs or streamers.
3. No appliances may be moved or relocated inside.
4. No furniture may be brought in without city approval.
5. No trash or food may be left anywhere other than in the trash cans OUTSIDE.
6. The venue must be left in the same condition you found it, CLEAN or you forfeit the deposit.
7. It must be clean and vacated, left ready for use the next day, by midnight.
8. No writing or coloring on the walls.
9. ABSOUTELY NO SMOKING OR VAPING. (ZERO TOLERANCE).
10. Any trash left on the ground outside will result in loss of deposit.
11. NO outdoor inflatables or water activities are allowed.
12. Any violation of these rules will result in termination of the rental agreement and loss of deposit.

CLEANING OF FACILITIES

A CHECKLIST FOR CLEANING IS ATTACHED. Please check that all items have been done and return the checklist with the key. Special attention must be given to closing the building. MAKE SURE ALL LIGHTS ARE TURNED OFF, THERMOSTAT IS TURNED OFF, NO WATER IS LEFT RUNNING AND RESTROOMS ARE LEFT CLEAN. **If these items are not followed, the deposit will be forfeited.**

THE CAYWOOD BUILDING AND ALL FACILITIES BELONG TO THE CITY OF ROSEBUD. ITS CARE SHOULD BE A MATTER OF PUBLIC PRIDE AND CONCERN. HELP TO MAINTAIN IT BY OBSERVING THE POLICIES AND REGULATIONS SET FORTH.

IN THE EVENT OF AN EMERGENCY CALL:

-911-

On Call Water Dept-(254) 217-9532

Patrol Officer- (254) 482-3086

City Administrator-(254) 697-1966