

Town of Scott Community Center

Rental Rules

During the event -

- ✓ No glass bottles in parking lot.
- ✓ No drinking in hallways.
- ✓ No nailing, screws or thumb tacks on walls/woodwork.
- ✓ Paper, posters, etc. should be placed on bulletin boards that are provided. Do not place tape on walls, doors or woodwork.
- ✓ Alcohol should not be served after midnight and event should end by 1:00 a.m.

After the event -

- ✓ Clean up spills and pick up all garbage. Empty garbage cans and place in the dumpsters located on the west side of the building. Replacement bags are located in the bottom of the cans or in the storage rooms.
- ✓ Vacuum carpeting if needed. Vacuums are located in the storage areas.
- ✓ Take down all metal chairs and tables.
- ✓ Cloth chairs should be returned to the storage area if rented.
- ✓ It is also the renter's responsibility to make sure that all the lights are turned off, windows are closed and doors are locked prior to exiting the building.
- ✓ Report all damages to the town clerk at 920-994-4470.