

## **RULES FOR USE AT McCAMEY DEPOT**

City of McCamey is most pleased to be able to make this facility available for your pleasure.

All reservations for use will require a completed reservation form and a \$25.00 deposit.

### **PLEASE READ AND MAKE SURE YOU FOLLOW THESE GUIDELINES:**

**\*\* THE BUILDING CAN ONLY BE USED DURING YOUR RESERATION TIMES \*\***

1. **No smoking or alcoholic beverages allowed in building.**
2. Please **DO NOT** use any type of **tape, glue, tacks, nails, wire or any other fasteners on the ceilings or walls.**
3. Meeting room is equipped with tables and chairs. User will be responsible for arranging these as needed for their particular occasion; however, if tables are up on arrival, be sure they are back up before you leave.
4. Please keep tables and chairs **AWAY** from quilts. The quilts hanging on the walls are for the enjoyment of everyone and we hope to last for many years as history of McCamey. Do not touch or handle quilts.
5. Please **do not** leave anything in the refrigerator. Make sure refrigerator is cleaned out **before** you leave the premises.
6. **BUILDING SHOULD BE LEFT CLEAN AFTER EACH USE!** This includes, **but not limited to**, vacuuming carpet, wiping down **all** the tables and chairs, and taking the trash bags out to the dumpster. **Vacuum cleaner is not for wet floors or carpets!**
7. Outside grounds should be cleaned if used.
8. Be sure that windows and doors are **not** left open if you will be using the air-conditioning or heating.
9. Please **be sure to set** thermostat at 65 degrees in the winter and 80 degrees in the summer to conserve energy before you leave the building.
10. Be sure all lights are turned **OFF**.
11. Make sure all doors and windows are locked before you leave the building.

**Your deposit will be refunded IF the key is picked up during business hours, the building is cleaned BEFORE you leave the premises, AND the key is returned to City Hall by the next business day. If keys are lost or misplaced, you will forfeit your deposit AND you will also be responsible for the cost associated with replacing the locks.**