

Bozeman Senior Center Facility Use Policies

1. Senior citizen activities take precedent over all other uses for the building.
2. A key will be given to renter upon the center receiving a deposit of \$50.00 (in case a key is lost or not returned). If check is written, make check payable to Bozeman Senior Center.
3. Reservations for facility use will be made through the Bozeman Senior Center Director.
4. Contracts for facility use are to be made in advance. Date is reserved when the \$125 deposit is received, payable to the Bozeman Senior Center. Deposit includes \$125 for reserving the building and an additional \$50 key deposit.
5. All organizations using the Center facility on a regular basis are to have contracts. Contracts must be for the current year and updated annually.
6. Building monitors will be hired by the Center on as as-needed basis. If a key is lost, all future building rentals will require a security monitor.
7. **No alcoholic beverages or tobacco are allowed in the building.**
8. **No dogs are allowed in the building.**
9. **The fireplace is not a working fireplace. Please do not use.**
10. Do not remove furniture (piano and Bingo machine included) other than tables and chairs. Avoid marring or scratching floors when moving furniture. Protect fabric covered furniture from spills due to food and/or craft projects.
11. **Users will supply their own coffee and paper products, such as napkins, plates, cups, plastic ware, coffee filters, etc. as dishes, glassware, and silverware will not be available for use. The commercial kitchen is NOT available for use.**
12. Agencies or individuals renting the Center are responsible for cleanup of space used and for breakage or damages that may occur. If satisfactory clean-up is not accomplished, the \$125 deposit will be retained. Unnecessary breakage and/or damage will result in additional charges due and payable upon inspection and evaluation by the Center.
13. Liability – The City of Bozeman and the Bozeman Senior Center cannot assume liability for loss of personal items.
14. Payment of fees for facility use and monitor fees **are to be paid-in-full within one week** of the date the building was used. If payment is later than one week, an extra \$25.00 will be added each week the payment is not received.

**Bozeman Senior Center
Building Rental
Cleanup Checklist**

Date: _____

Name: _____

Please initial each item when completed. Leave checklist at front desk when finished or review it with security monitor before leaving.

- Wipe off tables in dining room.
- Wipe off counters in kitchen.
- Unplug coffee pots.
- Place tables and chairs back in the dining room as they were when you came in.
- Rearrange furniture in lounge area, as it was when you came in.
- Furniture has been wiped down or cleaned as necessary.
- Sweep dining room and kitchen floor as needed.
- Empty all trash cans in kitchen, bathrooms, and hall, into dumpsters near outside back door. Put clean liners in trash cans. Brooms, mops, etc. are behind the door
- Turn off all interior and exterior lights. Leave light on in front foyer.
- Turn off ceiling fans or air conditioners.
- Secure all exterior doors. (Front, back and side).
- Lock all exterior doors, which include the side, front, and back doors.
- Return key to Senior Center and get deposit fee back.

Signature of Lessee: _____

Signature

Date

Bozeman Senior Center

Dining Room Floor Maintenance Policy

We are very proud of our hardwood dining room floor and the ceramic tile in the food service area. With your help, we can preserve this floor and keep it looking great for many years to come.

When you are using the Senior Center building, please observe the following:

1. Please, no rugs or mats are to be used on the floor.
2. Please, do not take the chairs or sofas from the lounge area into the dining room. Pulling these will cause scratches to the floor.
3. Please, no plants are to be taken from the lounge area into the dining room.
4. **No dance wax can be used on the floor.**
5. If there are spills, please wipe them up immediately, **only with water. Do not use soap or any other kind of floor cleaner.**
6. When setting up tables and chairs, please do not pull the tables across the floor, to avoid scratches.
7. To clean up the dining room floor area after you have used the building, please use the dry mop to dust the floor. **Do not put any kind of cleaner on the mop.**

If there is damage to the floor while you rented the building, you will be charged a minimum of \$300.00 to help with repair and maintenance.