

Guest WIFI name:
Business Guest Center
Password: Business123

Community Room Rental

The Community Center is located at 222 Webber Street in West Fork and is available to rent. It can be used for family reunions, showers, parties, receptions, etc. Call 479-839-2342 to reserve.

Fees

½ day (6am to 2pm or 3pm to 11pm) - \$150.00
All day (6am to 11pm)- \$250.00

COMMUNITY CENTER REGULATIONS

1. Youth groups using the community center shall ALWAYS have an adult (21 or over) PRESENT during use.
2. No smoking, or consumption of tobacco or alcoholic beverages is allowed inside the community center.
3. The community center shall not be used for sales, personal gain, or profit activities.
4. Decorating the community center is permitted- **NO** push pins, thumbtacks, nails, tape, or adhesive may be used on the walls or floors.
5. The person/organization signing the user agreement will be responsible for any/all damage done to the facility during use.
6. Damage done to the facility by those using it shall be cause for forfeiture or the privilege of future use.
7. The community center will be under 24-hours camera surveillance; the cameras will be always recording.
8. The Room should be cleaned up and returned to its pre-used state.

CLEANING LIST

1. **Bring your own cleaning supplies and rags.**
2. Please bring extra trash bags.
3. Sweep floor- brooms are in the storage closet. Wet mop spills if needed.
4. Wipe off tabletops and place folded tables back in the closet.
5. Stack chairs on rollers and put them back in the closet.
6. Wipe kitchen cabinets and clean any appliances which were used.
7. Put the kitchen back in its original condition.
8. Check restrooms, empty trash, wipe toilets, make sure all faucets are off, and turn lights off.
9. Put trash in dumpsters located outside at the south end of the building.
10. Turn off all lights and lock all doors.
11. Return key to City Administration Building.

I have read and agree to regulations and cleaning list:

(Renter)

(Date)