

Village of Lone Rock Community Center
214 North Broadway Street
Lone Rock, Wisconsin 53556

Rules and conditions of rental

- ✚ Be cautious about overloading outlets: use the outlets under the front of the stage for Nescos and slow cookers (any high wattage items)
 - ✚ No utensils provided (bring your own)
 - ✚ No Balloons, Silly String, Silly Putty, Play-Doh, or other items that are difficult to remove from ceiling fans, carpets, floors, etc.
 - ✚ Elevator: **HOLD RED button** until you reach your floor. Doors only lock when elevator is between floors, light switch is in the basement to the left of the elevator, make sure this light is off.
 - ✚ Return all tables and chairs to the location they were found.
 - ✚ Ceiling fans must be turned off
 - ✚ Lights must be shut off (both upstairs and downstairs)
 - ✚ Heating/Air Conditioning must be shut off. (set at lowest setting, 2 upstairs on the stage and 1 downstairs)
 - ✚ Garbage: remove all of your garbage, there is one can outside the basement door. There is a dumpster on Tamarack Street (Village Shop) where excess garbage can be put. ✚
- Bathrooms: Make sure no toilets or sinks are running, pick up garbage on the floor.

Person renting the facility is responsible for any damage that occurs to the facility. This includes but is not limited to broken windows, doors, damage to floors and any other damage that may occur. Renter is subject to lose all or a portion of their security deposit depending on the severity of the damage.

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KEYS: Pick up at the Village Office, 314 E Forest St., **Thursday** before the scheduled event by **12:00 NOON**.

After event, return all keys to the Village Office or place in Office drop of box.

Community Center Check List			
		Village	
	Date:		
	Name:		
	Basement Only		
	Building		
	Check List	Damage or Problems please note here	Village
1	Tables and Chairs (returned to location found)	Yes No	
	**Removing Tables from the upstairs and/or downstairs must be moved back		
2	Ceiling fans must be turned off	Yes No	
3	All Lights must be shut off in the building	Yes No	
4	Heating/Air Conditioning must be set at	Yes No	
	**2 upstairs on the stage set at 60, 1 downstairs set at 55		
5	Garbage must be removed	Yes No	
	** Container outside basement door.		
	** Dumpster by Village Shop (Tamarack Street)		
6	Bathrooms make sure NO toilets and sinks are running	Yes No	
	** Do not touch heaters		
	** all garbage removed.		
7	Kitchen Stove - cleaned if used, must be turn off	Yes No	
8	Kitchen Refrigerator - cleaned out	Yes No	
9	Hot Water	Yes No	
10	Elevator	Working Not Working	
11	Floors	Yes damage No	
12	Windows	Yes damage No	
13	Doors closed and locked	Yes damage No	
14	KEYS and Check List returned in-person or left in mail slot at office within a timely manner.		
	Please do not leave anything behind.		
	Other Comments or concerns:		
EMERGENCY ONLY: Contacts are located on the Front Door.			