

COMMUNITY CENTER BUILDING AND PARK USE RULES

The Community Center and park grounds are here to serve our community. Your assistance in maintaining the Community Center Building and park grounds during your event are sincerely appreciated by all community members who share your use privileges.

COMMUNITY CENTER BUILDING

- Decorating – Please do not use any tacks, nails, staples etc. when decorating for you event. If you need to hang decorations please use special tape that will not damage the walls when removed.
- Key – the key is picked up the last working day prior to your event. The key fits the front door only. We request that if you open and unlock other doors during your event that you check carefully before leaving the building and make certain that they are all locked before you leave. Please return the key to La Center City Hall after your event. There is a lock box to the right of the front door for this purpose, simply drop the key in the slot on the top.
- Cleaning Supplies – The Community Center is furnished with paper towels, toilet tissue, mops and brooms (*located in the men’s rest room*). Please provide additional supplies for large group use.
- Trash – All trash must be removed from the building when you are finished with your event. Please do not leave any trash in the kitchen cans or on the premises. All trash needs to be taken with you for disposal.
- Lights & Heaters – One light stays on permanently. The other lights are controlled from a switch located beneath the breaker panel in the kitchen area. Please **do not** enter the breaker boxes. For additional heat, please turn on the switch located on the entry wall by the heater. Please remember to reset the heater to the original temperature when you leave. The ceiling fan is controlled by the bottom switch near the front door.
- Cleaning – Please make certain that you clean the building after your event. Tables chairs and countertops must be wiped clean and restored to their original placement. The kitchen area should be cleaned, including all appliances. Please do not leave any food in the refrigerator. Please check the bathrooms and make certain they are clean and all trash removed. If you have paid a cleaning deposit, the building must be inspected and signed off by our Public Works Dept. prior to any refund. Eligible refunds will be processed at the next warrants payable cycle (*2nd and 4th Wednesdays of every month*).

Exit Checklist:

- Are the building and grounds clean?
- Have all decorations and tape been removed?
- Has the trash been removed?
- Are the lights turned off?
- Have all doors been locked and checked?

PARK GROUNDS

- Please do a “walk about” and make certain that the grounds are as you found them.

We sincerely hope you enjoyed using La Center’s facilities. They are an integral part of our community and we thank you for helping us to maintain them properly for all of us to enjoy.