

CITY OF EARLY

MUNICIPAL BUILDING BASEMENT RULES

Upon renting of the Early Municipal Building basement, I understand and hereby agree to the following rules:

1. NO SITTING OR STANDING ON TABLES OR CHAIRS.
2. NO CREPE PAPER PINATAS ALLOWED.
3. NO SMOKING!
4. NO ALCOHOL! (LEGION DRINKS ARE TO REMAIN ON THEIR PREMISES UNLESS A SPECIAL ALCOHOL LICENSE THROUGH THE STATE OF IOWA IS ISSUED PER IOWA CODE 123.46)
5. BEFORE LEAVING:
 - a. CLEAN TABLES, CHAIRS AND ANY SPILLAGE (WALLS INCLUDED)
 - b. SWEEP AND MOP FLOORS
 - c. PUT THE TABLES AND CHAIRS BACK IN PLACE
 - d. TAKE YOUR GARBAGE WITH YOU (ORGANIZATIONAL GROUPS MAY UTILIZE THE CITY DUMPSTER)
 - e. REMOVE ANY PERSONAL ITEMS FROM THE FRIDGE
 - f. BE SURE STOOLS ARE FLUSHED
 - g. BE SURE WATER IS NOT RUNNING
 - h. TURN OFF THE LIGHTS
 - i. CLOSE AND LOCK WINDOWS
 - j. CLOSE AND LOCK DOORS

I understand and here by agree that I am responsible for any and all damages and/or thefts that may occur during the time of my occupancy and for the clean up of the municipal basement after my use. I understand and hereby agree that if I fail to follow any of the above-mentioned rules, fail to clean properly, and/or if any damages occur during my occupancy my deposit **will not** be refunded to me. I understand that an inventory of the janitor supply closet is maintained and that if any theft has occurred my deposit **will not** be returned to me. I understand and hereby agree that if the clean up and/or cost of repairs exceeds my deposit, I will be held responsible for the excess costs.

Thank you for your cooperation!