

Town of Black Creek

Community Building Rental Guidelines

The Black Creek Community Center was built for use by the citizens of Black Creek and the Black Creek Community. First priority for rental will be given to Black Creek citizens and their immediate family members.

1. The building may be reserved for the current year only beginning January 2. **No regular year - to - year bookings can be made.**
2. **RENTAL FEE:** \$100.00 per day will be charged for the use of the facility for those **within** the Black Creek Township . \$250.00 per day will be charged for the use of the facility for those **outside** the Black Creek Township. A day shall constitute 12 hours in duration.
3. **DAMAGE DEPOSIT** of \$75.00 for those **within** the Black Creek Township and \$250.00 for those **outside** the Black Creek Township will be assessed at the time of rental.
4. A person must be at least 21 years of age in order to make reservations for the building and identification (driver's license and/or social security card) must be presented. The person renting the building must control all members of their party. All bookings are to be made through the Town Hall office.
5. **THERE IS TO BE NO PARKING ON THE GRASS BEHIND THE BUILDING. THERE IS AMPLE PAVED PARKING IN THE PARKING LOT. FAILURE TO COMPLY WILL RESULT IN LOSS OF YOUR DEPOSIT.**
6. **DO NOT USE TAPE OF ANY KIND ON THE WALLS, CEILINGS OR FLOORS AND DO NOT HANG ANYTHING FROM THE CEILING.**
7. The event must conclude prior to 11:00 pm.
8. At the conclusion of the event, the renter is responsible for the following:
 - Empty all trash cans.
 - Clean the kitchen, stove and counter.
 - Check to see that no food has been left in the refrigerator.
 - Do not put food in the trash cans without a trash bag.
 - Turn all lights off.
 - Leave heating/air conditioning temperature as instructed.
 - Leave floor clean and in order.

- Leave bathroom areas clean and in order.
 - Check for running water in the sinks and commodes.
 - Yard must be checked for debris and left clean.
 - The outside trash cans should be left at back door only.
9. Secure the premises and return the key to the Town Hall drop box.
 10. All income derived from rentals will be used to pay utility cost, building supplies, and maintenance/upkeep of the facility.
 11. The Town of Black Creek will inspect the facility to determine the disposition of the damage deposit. Every effort will be made to return the damage deposit within a week following the event.
 12. The Town Board will reserve the right to waive any rental fees or adjust any rental fees for an event or activity that will be longer in duration than one day/time.
 13. **ABSOLUTELY NO SMOKING WILL BE ALLOWED IN THE BUILDING AND NO ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS WILL BE ALLOWED ON THE PREMISES.**
 14. No chairs or tables should be taken out of the building.
 15. Reports to the Police Department for disturbing the peace will be investigated and enforced (including excessive noise).
 16. Any damage to the building will be the responsibility of the person reserving the building.
 17. If music is to be used during your function, the volume should be controlled so as not to disturb the neighboring residents.
 18. Community groups using the building free of charge for a total of one week per year will be required to donate \$50.00 or the equivalent in 5 hours of building and/or yard cleaning services. Failure to comply with rules cancels building rights. The Town Board, Fire Department, and First Responders shall be exempt.
 19. Cancellations of reservations must be made immediately. Persons not canceling reservations one week prior to reservation date will be charged full price unless failure to cancel is the result of an emergency. These situations will be determined by the board. Persons regarded as negligent by the Board will relinquish future reservation rights.

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Community Building Committee
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