



## City of Guadalupe

### Facility Rental Use Guidelines

At the conclusion of the event the renter must comply with the following facility use guidelines:

- Refrigerator will be completely clear of all items brought in for the event.
- Stove and oven will be cleared and cleaned, if used.
- All floors in the kitchen, auditorium, hallways, and bathrooms will be swept, cleaned, and mopped, if necessary.
- All trash from kitchen, auditorium, hallways and bathrooms will be removed, bagged, and thrown in dumpsters.
- All tables, chairs, and furniture will be cleaned and cleared of all items brought in. If moved, returned to their original pre-event manner and location.
- All doors accessing the facility will be returned to pre-event status and locked.
- All lights and fans will be turned off.
- All personal items will be removed from the facility.
- No Alcohol is permitted at any city facility or park. The only exception is if the rental is for the City Hall Auditorium. Alcohol can ONLY BE SERVED AND CONSUMED IN THE OUTSIDE COURTYARD off the Auditorium.

**Reminders:** No Parking or Motorized Vehicles on school grounds, City Hall courtyard, or field or green spaces.

By signing below, I acknowledge, accept, and understand my responsibility for completing all items listed above. Also, I understand a walk-through will be conducted at the end of my event to verify that all the above items were addressed and completed.

Renter Signature: \_\_\_\_\_ Organization: \_\_\_\_\_

Renter Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Facility Rental Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_