

VILLAGE OF ARKPORT COMMUNITY ROOM RULES & REGULATIONS

It is our pleasure to host your event. In order to continue to provide space for community events, we ask that you adhere to the following rules to keep our facility presentable for future events.

1. NO SMOKING ALLOWED ON THE PREMISES
2. NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE PREMISES
3. ONLY THE USE OF **MASKING TAPE** FOR WALL DECORATIONS IS PERMITTED. THE USE OF PINS OR ANY OTHER TAPE/FASTENER IS PROHIBITED.
4. THE KITCHEN MUST BE LEFT IN A NEAT AND TIDY CONDITION (FLOORS SWEEPED, COUNTER TOPS WIPED CLEAN, COFFEE POTS CLEANED (if used), GARBAGE AND ALL FOOD REMOVED FROM BUILDING)
5. REFRIGERATORS WILL BE WIPED CLEAN OF ANY SPILLS
6. ALL DISHES WILL BE WASHED AND RETURNED TO THEIR ORIGINAL SPOT (COST OF REPLACING ANY MISSING ITEMS WILL BE CHARGED TO THE PERMITTED)
7. THE COMMUNITY HALL WILL BE LEFT NEAT AND TIDY (ALL TABLES WASHED, ALL CHAIRS AND TABLES STACKED. CONFETTI, PAPERS, ETC. PICKED UP FROM CARPET, MASKING TAPE (if used) MUST BE REMOVED FROM WALLS).
8. ACCIDENTS ARE UNDERSTANDABLE SO PLEASE REPORT ANY DAMAGE THE NEXT BUSINESS DAY TO THE VILLAGE CLERK (THIS MAY AVOID A CHARGE)
9. PREMISE TO BE CLEARED PROMPTLY ACCORDING TO THE HOURS OF YOUR RESERVATIONS
10. FAILURE TO COMPLY WILL RESULT IN FORFEITURE OF THE DEPOSIT

IN THE EVENT OF AN EMERGENCY CONTACT:

Theo Holder – Village Clerk – 607-382-6195

Bonnie Dungan – Deputy Clerk – 607-382-5118

POLICE/AMBULANCE/FIRE – 911