

## STEELEVILLE SENIOR CENTER POLICY FOR KITCHEN/COMMUNITY CENTER USAGE

1. Kitchen/community center rental must be approved by the Senior Site Director, the Office Manager or a Village Board representative prior to use. Reservations should be made no less than one week in advance. A refundable deposit of \$100.00 will be due prior to facility use for any damages or cleaning that may incur from use of the facility.
2. If you intend to use any appliances in the kitchen, you will be responsible to pay a nutrition site employee to be present as long as the kitchen is in use at the rate of \$10.00 per hour.
3. The Senior Center DOES NOT supply any food items, condiments or paper products. Usage of such items may result in fees for replacement of product. (Please bring your own.)
4. You are permitted to use the refrigerator, but please give the Senior Site Director plenty of notice as to how much space you will need so they can have space cleared for you - provided that space is available and not needed for Senior Center supplies.
5. Dishes must be rinsed (no food) before you place them in the dishwasher.
6. Be sure to return ALL items to their proper place. All items have been inventoried and if they cannot be accounted for, charges may be incurred.
7. No sales of any type are permitted in the facility.
8. No tape, nails, thumbtacks, etc. of any kind is to be used on walls or doors.
9. Tables and chairs must be cleaned and returned to their proper places.
10. If the hall bathrooms are used, please see to it that they are clean (no towels on floor, stools flushed, etc.)
11. Make sure all lights are turned off and doors are locked upon leaving the facility.
12. No burning of candles will be permitted.
13. Office area is for village personnel only.
14. Do not adjust the thermostat.

THESE POLICIES ARE SUBJECT TO CHANGE WITHOUT NOTICE BY THE VILLAGE OF STEEEVILLE AND ONLY PROVIDE EXAMPLES OF THE MANNER IN WHICH THE SENIOR CENTER MAY BE UTILIZED.