

**ELKINS COMMUNITY CENTER
Renter's Information**

Please fill the following information out and bring to:

City of Elkins
1874 Stokenbury Road
Elkins, AR 72727
479-643-3400

(\$50.00 per hour for use of main room) (Additional \$25.00 per hour for use of Kitchen)
(\$500.00 All Day includes Kitchen, \$100.00 deposit required)
(All fees are non-refundable)

Date Reserved _____

Today's Date _____

Name of Renter: _____

Address of Renter: _____

City

AR

Zip

Renter Phone Number: _____

Type of Event:

Time of Event: From: _____ To: _____ Other: _____

Approximate Number of Guest: _____

1. I understand that this is a City Building and that **NO ALCOHOL** or **SMOKING** is allowed. _____
Initial

2. I understand the "Rules" and "Cleaning Checklist" on the handout I received. _____
Initial

Renter's Signature

Approved By

Receipt# _____ Ck, Cash, C.C. _____

ELKINS COMMUNITY CENTER
(Cleaning Checklist)

KITCHEN AREA

1. Make sure that all your belongings have been removed.
2. Clean countertops, range, microwave, sink, and coffee maker (if used).
3. Empty trash (take to dumpster outside the building).
4. Sweep and clean floor

COMMUNITY ROOM AREA

1. Please keep entry doors and all side doors closed to keep out flies, bugs and birds.
2. Make sure that all trash/debris is picked up.
3. Clean all tables and chairs
4. Clean up all debris from decorations and any tape used on walls, furniture or structures.
5. Return all tables and chairs to original location.
6. Empty trash (take to dumpster outside the building).
7. Sweep floor.

RESTROOM AREA

1. Clean all countertops and sinks.
2. Flush all toilets
3. Empty trash (take to dumpster outside the building).
4. Sweep floor.

Cleaning Supplies

Cleaning Supplies will be available for use.

Remember that this is a Community Building for family and friends to use and enjoy. Please keep our Building clean.

Thank you,

City of Elkins

Please return tables and chairs to original positions (shown on diagram below). There should be 17 round tables, placing 8 chairs around each one. This helps keep the enter looking nice and in proper order for the next person that has rented the building. Thank you for your help in keeping the Elkins Community Center looking nice.

