

**BROWNTON CIVIC CENTER**  
**RENTERS RESPONSIBILITIES**

1. Reservations will be on a first come basis. Deposit required to hold date. Keys for the Center are to be picked up at the City Clerk's office during normal business hours.
2. The Brownton Civic Center is designated as a Tobacco Free Facility.
3. The Brownton Civic Center is designated as an Alcohol Free Facility. If the Ordinance is waived, no bottle beer is allowed.
4. Doors shall be unlocked and left open during the time of the event.
5. Evening activities must end by 1:00 a.m.
6. Youth Activities must be chaperoned by adults.
7. Any difficulties shall be reported to local law enforcement agencies immediately. Local # 328-5226, non-emergency # 320-864-3134, Emergency # 911.
8. User is responsible for set up and clean-up for your event. This is to be completed on the day of rental. Use of tape on the walls, curtains, and ceiling is prohibited. To make any special arrangements for time of set up or clean up, please call the City Clerk's office at 328-5318.
9. All tables and chairs shall be wiped off to remove all traces of any spills. Return all tables and chairs to their original locations. Please set aside any tables or chairs that may have been damaged during your event.
10. All garbage shall be transferred from garbage cans to dumpsters located outside the Civic Center.
11. Remove all decorations and supplies before you leave.
12. If thermostats are adjusted please return to original setting.
13. All lights shall be turned off and all doors shall be checked and locked at the end of the event.
14. Return any and all keys to the City Clerk's Office.
15. Failure to follow the policies and rules established by the City shall be cause for forfeiture concerning future use privileges and may subject the user to liability for any loss or damage caused thereby.

THANK YOU FOR YOUR COOPERATION.