



Community Building Agreement

We are proud that you have chosen the Manchester Community Building for your event.

1. To reserve the Community Building, the user will need to make a deposit of \$100.00. To get a refund of the deposit in full, the user must leave the building undamaged, clean, and return the key in a timely manner.
2. The users of this building will not charge any money for tickets or admission to any event at the Community Building.
3. There will be no smoking or alcoholic beverages allowed in this building at any time.
4. Users of the Community Building shall not use nails or display signs in or on the building or sheetrock walls.
5. The number of people in the building shall not exceed three hundred (300) people as allowed by the Fire Marshall.
6. Each user of the Community Building is responsible for purchasing special event coverage of \$1,000,000 to provide insurance coverage to protect the City of Manchester from all liability.
7. Individuals must be twenty-one (21) years of age to rent the building.
8. City staff will check the building the day after each rental to be sure it is clean and there are no damages. Users shall remove all trash from the building and place it in bins in the alley beside the building. Users shall take down decorations and remove them from the building or dispose of them properly. Users of the building should wipe down all counter tops and clean up spills at the time of occurrence. If users place tape on the floor, they should remove it. Turn off lights and set the thermostat back where it was when you arrived.
9. If the user meets all the above conditions, the City of Manchester will mail you a refund of your deposit.
10. Users make Reservations of the Community Building at the Manchester Recreation Department. Payment of the deposit is due at the time of reservation to ensure that the user's reservation is correct.
11. Any damage to the building will be the responsibility of the individual that reserved the building, and the user will not use the building in the future.

Name: _____

Address: _____

Phone: _____

Date Reserved: _____ Date Paid: _____

Amount: _____ Receipt/Check #: _____

Check Request Date: _____ Receipt Number: _____

Check Picked Up/ Mailed: _____ Picked Up By: _____