

City of Bellevue

Community Center - RULES

Failure to follow the following rules may result in loss of damage deposit.

Rental is for the day that you have reserved only.

1. Rental of the Community Center allows you access to the lower level only: main hall, kitchenette, two restrooms, utility room, and a television with Bellevue Cable. No internet. An alarm will sound if you enter unauthorized areas (upstairs) and \$25.00 will be assessed against the deposit if the alarm is activated. You will need to call the Police Officer on duty to deactivate the alarm (563-872-4545) or Clerks Office during working hours (563-872-4456).
2. A refrigerator, microwave, stove, and coffee pot are available for use. You must furnish utensils, towels, wash cloths, etc. Some serving spoons are in the drawer for your use but please clean and put them back after use.
3. Tacks and nails will not be allowed in the ceilings or walls. If you use tape, then please remove it carefully so you do not damage the walls. If you use decorations or crepe paper, then please make sure they are all removed from the walls and tables when cleaning up.
4. The key fob will get you into the building. Inside the entry door (up on east side of the wall) is a single switch that looks like a light switch. If you flip this switch, then the lock will override, and the door will stay open. Remember to turn the switch off when you leave or else the building will remain unlocked.
5. Cleaning & Room Chart Checklist:
 - ___ Tape & other decoration items are removed from the walls leaving no damage.
 - ___ Kitchenette area is clean, including washing/putting back any used utensils.
 - ___ All food items removed from the refrigerator and freezer.
 - ___ Tables are wiped off.
 - ___ 10 Round tables put back, according to the room chart.
 - ___ Folding tables are put back along the east wall, according to the room chart.
 - ___ **8 chairs each are put around all 10 round tables. (PUT CHAIRS BACK CORRECTLY)**
 - ___ **14 extra chairs are placed against the south wall, according to the room chart.**
 - ___ Floor: (there are some cleaning supplies under the sink along with a mop and broom in the utility closet).
 - ___ Swept
 - ___ **Mopped (YES, YOU MUST MOP)**
 - ___ Bathrooms:
 - ___ Cleaned
 - ___ Waste buckets emptied
 - ___ Lights turned off
 - ___ Doors propped open
 - ___ Garbage:
 - ___ Two large garbage cans emptied
 - ___ Garbage bags placed in the dumpster, located outside to the west of the entry door
 - ___ New garbage liners are placed back in the cans (extra bags located in the utility closet).
 - ___ Lights turned off.
6. Return key fob to City Hall or place key fob in 'payment' drop box outside of City Hall.

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Community Center – ROOM CHART

- After your event please verify that all round tables, extra chairs, folding tables, garbage cans, and coat racks are put back in this order. • NOTE: Each table should have eight chairs.
- Failure to do so may result in loss of damage deposit.

