

TOWN OF EDGEWOOD COMMUNITY CENTER

USER POLICIES AND PROCEDURES

- 1. The Community Center cannot be used for:**
 - A. Gambling
 - B. Serving of alcoholic beverages
 - C. Any religious services of any kind; with the exception of funerals
(Restrictions above per Warranty Deed)

- 2. All youth groups must have an adult chaperone**

- 3. Rental Checklist:**
 - A. Restack all tables and chairs
 - B. Clean the inside and outside of the Community Center
 - C. Tie trash bags and take to dumpster between Police Department and Community Center
 - D. Turn off lights
 - E. Report dirty or damaged conditions immediately to Town Office at 505-286-4518
 - F. Securely lock all door deadbolts and handles
 - G. Air conditioner/heater will default to standby mode automatically

- 4. Fees: Pay fee during Town office hours M-F, 8am-5pm before key will be issued:**
 - A. \$150.00 Cleaning/Damage/Contents Deposit per event:
 - i. The deposit will be returned if the grounds and building are clean and there is no damage or loss of contents
 - B. \$50.00 Key Deposit per event
 - i. The deposit will be returned after the key has been returned to the Town office
 - ii. Return key following the event or the following business day **after 1:00 p.m.** (to allow for inspection) at 171-A State Road 344, Edgewood, NM 87015
 - iii. Usage per event: (for maintenance insurance and utilities)
 - a. \$25.00 1-4 hours Individuals, groups & private organizations
 - b. \$50.00 4+ hours Individuals, groups & private organizations
 - c. \$5.00 Non-Profit organizations, (Must provide written proof from NM PRC of current non-profit status)
 - d. No Charge Town Department Meetings or Events

By Signing this document, I acknowledge that I have read and agree to the above User Policies and Procedures.

_____	_____	_____
Print name	Signature	Date
Key assigned: _____	Date sign out: _____	Date returned: _____

Any comments, please write on back

Approved: June 7, 2022