

Stewart Community Hall
Security Deposit, Damage, and Entry Understanding

The intent of the refundable Security Deposit is to ensure that when the applicant is finished with their event, the Veterans Memorial Hall is returned to the same condition that existed before the event began. If the Hall is in an unsatisfactory condition, upon the applicant's arrival, it is their responsibility to document the issues (in writing and with photos) and submit them to the county when returning the Clean-Up Checklist.

It is the responsibility of the applicant to clean the Hall premises, immediate grounds, and any surrounding property or street where guests of the applicant may have parked or loitered. If additional cleaning is needed, or there is physical damage, the county will utilize the deposit to recoup the costs.

Additional cleaning, returning tables/chairs to their correct locations, etc. will be billed to the applicant at the rate of \$102.83 per hour.

Repairing of any damages will be billed to the applicant at the rate of \$138.37 per hour, plus the costs of materials. If the costs exceed the amount of the deposit, the applicant will be billed for the additional amount. Deposits will be returned within thirty (30) days after the checklist is returned. If there is extra cleaning required or damages to repair, it could potentially extend that timeframe.

Applicant agrees that he/she will not enter the Community Hall on any day or time except the date(s) and times for which he/she has a confirmed reservation.

- If food/drinks are present at an event, the Kitchen reservation and fee are required.
- Absolutely NO glitter or confetti are allowed.
- NO lit candles. NO fires in fireplace. NO BBQs, propane tanks, etc. allowed inside.
- Set-up and/or Decorating must occur on the date of the event and within the reservation timeframe.
- The Hall must be cleaned, and decorations removed on the date of the event and within the reservation timeframe.
- If the Applicant wishes to set up a day prior to the event or postpone cleaning the Hall until the day after the event, a reservation is required, and fees apply. **If you enter the building outside of your reservation date and times, you are not covered by insurance and are trespassing.**

Applicant Signature

Date

Co-Applicant Signature

Date