

Community Center Rules and Procedures

1. Before leaving clean the following: (Vacuum and Supplies are in locked cupboard in the alcove-use front door key on padlock. Please lock cleaning supply closet when finished.)
 - Dishes- washed and put away.
 - Floor mopped as needed.
 - Vacuum carpet.
 - Clean tabletops and chairs as needed. Put them back on provided racks.
 - Racks need to be placed in rack storage area (not alcove).
 - Empty inside garbage containers and put them in the outside garbage containers.
 - Clean out items you have placed in the fridge.
2. Before exiting the building:
 - Turn thermostat down to 55°.
 - Make sure the doors and windows are securely locked.
 - Turn off lights.
3. Alcoholic beverages are **NOT** allowed at **ANY** City facilities.
4. No tobacco use or smoking is allowed in the building, or within 25 feet.
5. All chairs and tables are to remain inside the building.
6. Do not sit on tables.
7. Children are to be supervised at all times
8. Do not obstruct the heaters in any way.
9. The user will be responsible for damages and clean up. The deposit may be forfeited.
10. Renters are responsible for bringing their own linens and towels.
11. Building must be cleaned and vacated by 10:00pm.

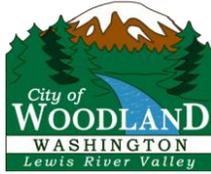
Report any damages or problems to the City Hall Annex 360-225-8281 as soon as possible. If the problem occurs after hours, please call Woodland Police Dispatch at 360-225-8981.

Deposits will be non-refundable if a key is not returned, a city employee is called to unlock, clean up, repair damages, etc.

Failure to observe rules and regulations of the City may result in loss of usage privileges. The City reserves the right to determine condition of the premises after each rental and determine if the deposit will be refunded.

The refund may take up to 14 days to process. Checks will be mailed to address on the Events Agreement form.

The City reserves the right to refuse any reservation they feel necessary.



Horseshoe Lake Shelter Rules and Procedures

1. Obtain key at the City Hall Annex during business hours, 9am to 5pm, prior to your event. The key will allow you access to the tap water located in the shelter. You will also be issued a Reservation Card to post in the shelter.
2. The deposit may be forfeited if the key is not returned, if there are damages to the facility, if the facility is not cleaned, or if any city staff is called out.
3. Alcoholic beverages are **NOT** allowed at **ANY** City facilities.
4. **No** tobacco use or smoking is allowed in the shelter, or within 25 feet of the shelter.
5. Do not sit on tables.
6. Children are to be supervised at all times
7. Please dispose of excess garbage in the dumpster located by the boat ramp.
8. The premises must be cleaned and vacated by 10:00pm.

Report any damages or problems to City Hall Annex 360-225-8281 as soon as possible. If the problem occurs after hours, please call Woodland Police Dispatch at 360-225-8981.

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