

RULES

These are the rules that must be followed. Violation of any of these could result in forfeiture of your deposit. Please read them carefully and if you have questions please feel free to ask for an explanation.

- ❖ Clean off all tables and counter tops. Do **NOT** leave food on them or in refrigerator. Take **ALL** of your trash with you the day you leave the building. Do **NOT** leave it in the building. This attracts ants, roaches, and rats. There are bags in the kitchen if you need any extras.
- ❖ Sweep and mop floors. If you do not use both rooms you may mop only the room you use as well as the kitchen and restrooms.
- ❖ Do **NOT** leave paper towels and toilet paper in the trash cans, on the floors and or in the commodes in the restrooms. Do **NOT** put feminine items in commodes. Always flush before you leave the room.
- ❖ Do **NOT** affix decorations to ANY part of the building or any of the property – including outside. You may use free-standing decorations on the tables or the counter in the kitchen ONLY. Do **NOT** attach anything to fans or pull cords!
- ❖ Do **NOT** take furniture outside without prior approval. If you have a specific need for chairs or tables outside please make arrangements the date of rental. Outside usage will be very limited.
- ❖ Do **NOT** bring BBQ grills, cookers, fryers or any type of cooking apparatus without PRIOR approval. No exceptions! These are a hazard to everyone on the property. You will be asked to sign a separate agreement for this.
- ❖ Inspection, key return and deposit refund will be handled upon notification that you are ready to leave the building. Someone will meet you at the building at the time agreed upon when the building was rented. Do **NOT** leave the building until the inspection has been completed.
- ❖ If you have a problem with **ANYTHING** please do not attempt to fix it yourself. Call any of the number(s) below and we will be glad to get it fixed as soon as possible. This helps us stay ahead of potential problems and also lets us know about them immediately instead of weeks later when someone rents the building again and finds a problem.
- ❖ The air conditioners and fans are here for your comfort and we are more than happy for you to use them but **PLEASE** turn them all off before you leave. You are welcome to turn them on the night before or the morning of an event so it will be comfortable for you but not two or three days in advance. Do not set temperature below 72 degrees – it will not cool any faster. The heaters cannot be turned on the night before. Someone will turn them on early the morning you are

to be in the building. The stove and water heater are also there for your use but **PLEASE** turn the gas and water heater switches off before you leave.

**IN CASE OF AN EMERGENCY OR IF YOU NEED ASSISTANCE WITH ANYTHING
PLEASE CALL:**

Kathy Dethlefs, Mayor Pro Tem
Juanita Cotton, Mayor
Ashley Dethlefs, Council Member
Marynell Zehren, Council Member

903-363-7986
903-721-7952
903-363-7965
903-683-4714

CITY OF GALLATIN, TEXAS