

HALL RENT POLICY

Any event expecting 500 or more people shall provide two or more portable toilets of which one toilet shall be handicap accessible. The cost of the portable toilets shall be paid for by the person or organization holding the event. The toilets shall be delivered 24 hour prior to the event. The toilets shall be placed according to the city of New Auburn's maintenance worker's specifications.

A damage deposit shall be paid to the city of New Auburn prior to receiving keys or two days prior to the event.

The fees set forth in this policy are set by the city council and may change at any time.

Upon leaving the hall all floors must be swept (including the kitchen and bathrooms) and all garbage must be bagged up and taken out to the dumpster. The hall must be left in a neat, orderly condition. All tables and chairs must be washed and picked up and put on the racks. The streets must be cleaned of all debris, cans, bottles, etc. The cost of any cleaning that is left undone will be deducted from the deposit.

All decorations must be removed from the hall before leaving.

All doors must be locked upon leaving the building, never leave the building unattended while unlocked.

The grill in the kitchen may be used by anyone at no additional charge provided they make the request to the city prior to the event and they clean the grill after to the city's specifications. If it is not cleaned properly the city will clean at the expense of the person renting the hall or the non-profit organization using the grill. (Revised October, 2014)

This policy will take affect as of April 4, 2006.