

## Village of Ashley

114 S. Sterling St.

PO Box 158

Ashley, MI 48806

(989) 847-3050

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[ashleyvillage@bearnet.net](mailto:ashleyvillage@bearnet.net)

We would like to thank you for your interest in the use of the Community Center located at 110 N. Sterling St. Enclosed you will find a contract and a list of rules and regulations for you to read as you consider the use of our facility. **Please contact the village office Tuesday thru Thursday before your event to arrange to a time to obtain the key.**

After you read through the enclosed list, please sign the contract and bring it to the Village Office with two checks, one check for the amount of the rental fee and one check for the \$50.00 security deposit. **The date is not confirmed until the rental fee, deposit and signed contract have been returned.** You may pick up the key at the Village Office, please call to make arrangements. The office hours are Tuesday thru Thursday 9am – 4pm. After using the Community Center it will be checked for cleanliness. If left satisfactory, your \$50.00 deposit will be returned to you or shredded per your preference.

The Community Center contains a full kitchen with stove, refrigerator and freezer. There are 119 chairs, 6 round tables, 9 eight-foot tables and 5 six-foot tables. There are rubbish containers with bags in them, please bring your own trash bags if additional bags needed, you will also need to supply your own dish rags and towels, including paper towel. Please take care of all trash in the carts at the curb.

If you have any further questions, please contact the Village Office at (989) 847-3050.

Thank you in advance for your cooperation,

The Village of Ashley

# **Rules and Agreement for use of the Ashley Community Center**

1. Those wishing to use the Community Center must call or come to the village office to check availability. Scheduling will be on a first come first serve basis.
2. The rental fee for use of the Community Center is: \$150.00 per day, plus a \$50.00 cleaning deposit which will be collected before the date is confirmed and when the contract is signed.
3. The key may be picked up the morning of your scheduled event. Call the village office to make arrangements. If there is no scheduled event the day before, the key may be picked up for decorating purposes only.
4. The building will be checked before and after use. If the building is left clean, your deposit will be returned to you. If it is left dirty, the deposit will be used to pay for unplanned cleaning.
5. A check list, **Upon Leaving the Community Center**, is included with this packet. Please read over carefully and follow the instructions.
6. Upon leaving the thermostat must be turned to 60. (during winter months)
7. There is **NO SMOKING-NO ALCOHOLIC BEVERAGES ALLOWED ON THE PROPERTY.**
8. NO Animals allowed in the building.

**Please return the bottom portion to the village office either by mail, email or drop off**

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I have read the above agreement and agree to the terms listed above.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Purpose of use \_\_\_\_\_

Date of use \_\_\_\_\_ Time of use \_\_\_\_\_

Signed \_\_\_\_\_

*For office use only*

Date received in office \_\_\_\_\_

Amount received \_\_\_\_\_

Amount refunded \_\_\_\_\_

## Upon Leaving The Community Center Checklist

### **Kitchen:**

1. Wipe off all counters with bleach water
2. All dishes, silverware, pots and pans are to be returned to cupboards
3. **Rinse out all sinks**
4. Make sure stove and oven is cleaned and turned off
5. Wipe out refrigerator; make sure all food is removed
6. Sweep the floor and mop
7. Empty all trash cans

### **Dining Room:**

1. Wipe off all tables and counters with bleach water/Clorox wipes
2. Put all tables back where you found them
3. Put all folding chairs back where you found them/on chair rack
4. Sweep the floor and mop
5. Empty all trash cans

### **Bathrooms:**

1. Wipe off all counters with bleach water or other cleaner
2. Wipe out all sinks and clean the mirrors if necessary
3. Flush all toilets
4. Sweep the floor and mop
5. Empty all trash cans
6. All trash will be bagged and placed in the **trash cans on east side of building**

### **Thermostat:**

The thermostat will be set at 60 when you arrive. Use the up/down arrows to adjust temperature. It is programmed to automatically turn back down periodically.

### **Air Conditioner:**

The air conditioner is set on "Coldest & Hi." To turn on- flip the breaker labeled air conditioner to the on position, it is located behind the door panel on the wall by the front entrance door.

Anything broken, lost or destroyed must be replaced by the person or persons in charge of using the center at the time (person whose name is on the contract)

After using the center, **PLACE THE KEY ON THE COUNTER IN THE KITCHEN.**

**NO SMOKING – NO ALCOHOLIC BEVERAGES ALLOWED ON THE PROPERTY**

**Make sure all lights are turned off**

**Make sure all outside doors are locked**