



CITY OF CENTERTON  
P.O. BOX 208  
CENTERTON ARKANSAS, 72719  
PHONE (479)795-2750 / FAX (479)795-2545

## COMMUNITY ROOM RENTAL

The Community Room at Centerton City Hall is available for rental and weekends when not in conflict with City Hall use. It can be used for family reunions, baby showers, birthday parties, wedding receptions, etc. It is open from 8 a.m. to 11 p.m. **Arkansas state law prohibits alcohol on City property. Smoking not allowed inside building.**

### Room Rental Fee Schedule:

**0-4 Hours \$50 Rental Fee, \$100 Cleaning Deposit and A&P Tax \$1.50 = \$151.50**  
**4-8 Hours \$100 Rental Fee, \$100 Cleaning Deposit and A&P Tax \$3.00 = \$203.00**  
**8-12 Hours \$150 Rental Fee, \$100 Cleaning Deposit and A&P Tax \$4.50 = \$254.50**

1. The rental fee and deposit must be paid in full within five (5) business days from making the reservation. Failure to do so will void the reservation.
2. Time reserved will also include time for set up and for clean up.
3. If a group desires to decorate the room, the day prior to the event, room rental fees apply to that time also.
4. The Community Room key can be picked up at City Hall the day before the event.
5. Advertising and Promotion Sales Tax of 3% will be charged on the rental fee only.

Please note that the rental of the Community Room does not include rental of the park. You may certainly use the park but please remember that it is open to the public. To protect our City Park grounds, parking is only allowed in designated areas (front of park or gravel area in back of building).

In order for the deposit to be returned after each use, the Community Room, Restrooms and Kitchen area **must** be cleaned and all trash needs to be bagged and put in the dumpster at the back of City Hall. (Please leave the Community Room in the same clean condition as you found it.) A cleaning check list will be provided to all who rent the Community Room. The room will be inspected by City Hall Staff (during regular weekly work hours) to determine if the room deposit will be refunded.

### **\*\*Special Note\*\***

**We ask that you do not use glitter, confetti or use thumbtacks or nails in walls, furniture or structures. Smoke machines are not allowed.** Tape can be used only on metal door frames and tables. Please note that all items in the kitchen refrigerator belong to Centerton City Employees. If you have any questions, please contact City Hall at 479-795-2750

# COMMUNITY ROOM

## CLEANING CHECKLIST

### Kitchen Area

1. Make sure that all your belongings have been removed.
2. Clean countertops, range, microwave, sink, and coffee maker (if used).
3. Empty trash (take to dumpster at south side of building).
4. Vacuum carpet (vacuum is located in closet by the water fountain).

### Community Area

1. Please keep entry doors closed to keep out flies, bugs and birds.
2. Make sure that all trash/debris is picked up.
3. Clean all tables and chairs.
4. Clean up all debris from decorations and any tape used on walls, furniture or structures.
5. Return all tables and chairs to original location (stage platform).
6. Empty trash (take to dumpster at south side of building).
7. Sweep, mop, and vacuum stage area.

### Restroom Area

1. Clean all toilets, countertops and sinks.
2. Replace toiletries (located in closet by water fountain).
3. Empty trash (take to dumpster at south side of building).
4. Sweep and mop floors (located in closet by water fountain).

### Park Area (if used)

Pick up any trash and deposit in trash barrels located in park.

### Cleaning Supplies

All cleaning supplies, vacuum, mop, broom, cleaning products, paper products and cleaning cloths are kept in janitorial closet (next to water fountain or under kitchen sink).

### Building Secure

Please make sure all the Community Room doors are locked when you leave.

**\*Remember that this is a Community Building for family and friends to use and enjoy. Please keep our City clean.\***

Thank you for renting the Centerton Community Room.

Mayor Bill Edwards

# Community Room Renter's Information

Date Reserved \_\_\_\_\_

Today's Date \_\_\_\_\_

Name of Renter: \_\_\_\_\_

Address of Renter: \_\_\_\_\_

\_\_\_\_\_

City

State

Zip

Renter Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Second Contact Name and Number: \_\_\_\_\_

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Type of Event

\_\_\_\_\_

Time of Event: From \_\_\_\_\_ To \_\_\_\_\_ Other \_\_\_\_\_

Approximate Number of Guests: \_\_\_\_\_

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1. I understand that this is a City Building and that **No Alcohol or Smoking** is allowed.

\_\_\_\_\_  
Initial

2. I understand that I cannot use **thumbtacks or nails in the walls, furniture or structures**. I can use tape to hang decorations on metal door frames and tables only.

\_\_\_\_\_  
Initial

3. I understand that if the Community Room is not cleaned to city specifications or if I have damaged the walls, furniture or structures, that I will forfeit Cleaning Deposit.

\_\_\_\_\_  
Initial

4. I understand the **"Rules"** and **"Cleaning Checklist"** on the handout I received.

\_\_\_\_\_  
Initial

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Renter's Signature

Approved By

Receipt # \_\_\_\_\_ Ck, Cash, C.C. \_\_\_\_\_ Deposit to be Refunded \$ \_\_\_\_\_