

## TOWN OF GREENSBORO

### COMMUNITY BUILDING RENTAL GUIDELINES

The Town of Greensboro, for the use of the Community Building, has developed the following guidelines:

1. The Community Building shall be left in the same condition as it was found, neat and orderly. This includes vacuuming the floors, wiping down countertops, tables, chairs and door handles.
2. Anyone using the Community Building will be responsible for the removal of their own trash, including the bathroom trash, upon completion of their use of the facility.  
**\*\* If all of the trash has not been removed, a \$10 fee will be assessed, and held from the deposit.**
3. No tape, or tacks, are to be used to hang decorations on the walls of the Community Building.  
**\*\* If it is determined that tape, or tacks, have been used, the deposit fee will be forfeited.**
4. No food or drinks are to be taken outside of the Community Building.
5. No smoking or any use of tobacco, alcohol, or drugs is permitted in or on the property of the Community Building.  
**\*\* If it is determined that any use of tobacco, alcohol, or drugs is used in or on the property of the Community Building, the deposit fee will be forfeited.**
6. If you move something out of place, please put it back before you leave.
7. The refundable Deposit Fee of \$50.00 must be paid at the time of the request to confirm spot on the calendar.
8. Rental for the Community Building is \$75.00 per day.
9. Renter must provide at least 48 hours notice of cancellation to receive refundable deposit back.
10. You can email this completed form to [rental@townofgreensboro.in.gov](mailto:rental@townofgreensboro.in.gov)

Town of Greensboro  
120 E. North St, PO Box 79  
Greensboro, Indiana 47344

President, Mikel Knepley  
Clerk-Treasurer, Elly Keck

Board Member, Jason Clark  
Board Member, Jennifer Smith

### COMMUNITY BUILDING RENTAL AGREEMENT

The Town of Greensboro hereby accepts the refundable deposit of \$50.00, and the rental fee of \$75.00 from \_\_\_\_\_ to rent the Community Building on \_\_\_\_\_, 20\_\_, for \_\_\_\_\_ (event).

It is understood that I agree to the terms set forth in the Community Building Rental Guidelines. I waive any and all claims against the Town of Greensboro, or any of its representatives, for any and all injuries incurred by myself or any guest, along with any damage to any property owned by myself or any guest, attending the \_\_\_\_\_ (event).

\_\_\_\_\_  
Renter  
Telephone: \_\_\_\_\_

\_\_\_\_\_  
Town of Greensboro  
By: Mikel Knepley, President  
Email: mikel.knepley@townofgreensboro.in.gov