



MERRY JEFFRIES COMMUNITY CENTER

FOR YOUR INFORMATION SHEET

Vickie Avery Ross, Manager, 606-515-2516

FOR A REFUNDABLE DEPOSIT, ALL THESE RULES MUST BE ENFORCED!

- **Do not break the tables down. Leave them up and put the chairs on top to sweep and mop the floor.** (Will help the longevity of the tables).
- **If you have extra chairs or tables, THEY GO IN THE ROOM BY THE HANDICAP RESTROOM ONLY! Stack them neatly AND watch the walls please, do not scratch the walls all up.**
- Do not ever use scotch tape of any kind to decorate!
- **You must use painters' tape only to decorate. Try fishing line, it works well.**
- Any decorations/tape you put up must come down, inside and outside. Clean up your garbage outside too.
- **If you put anything on the ceiling, YOU must take it down. DO NOT put tape on the chandeliers.**
- Absolutely no tacks, staples or nails can be used to decorate. **NO holes in the walls or you will forfeit your refund.**
- **Do not put any tables or chairs in the computer room that has the entrance window, by the front door.**
- No children upstairs in the loft without adult supervision **at all times**. All minors must be accompanied by an adult. No playing on the stairs, block it off. A baby gate works nicely.
- **You can use the sidewalk to load and unload, IF the person driving knows how to back down without hitting the lights or fence. ALSO bring your elderly up this way, that is a long way for them to walk.**
- The center must be cleaned by you, and it should look nice for the next renter coming in. If you do not hear from me, everything is good. Once the key is turned in, I send it over to the City Clerk's office to write the refund check. It may take 2 to 3 weeks to receive your check, depending on the cities billing schedule.
- **We have 16, 6 ft. long tables, 1 octagon for your use. About 65 - 70 chairs and if you are having a fancy event, you may want to get chair covers. They are old and some have stains that we cannot get out.**
- The ice machine does not work. Remember to take the ice you do not use.
- **All the other appliances are for your use. Microwave, stove, 2 refrigerators and a coffee pot are there.**
- Do not open the windows at all!
- **No smoking inside this facility! Please do not throw your cigarettes on the ground. Put in container with sand outside.**
- No alcoholic beverages but what we do not know, will not hurt us, just keep it quiet and stay inside and clean up your mess.
- **Do not lean on the bar/counter in the kitchen. It is on wheels and will roll with you.**
- This is a Non-Profit Facility, so therefore No monies can exchange hands in the facility. (No product can be sold).
- **Keep music down, the elderly will call the police.**

- Do not use confetti.
- **The rental fee is \$150.00 PER DAY, meaning the entire day whether you use it or not. You must pay the \$150 upfront and you CANNOT go in the day before to decorate, unless you have paid for 2 days. DO NOT ASK me to go in the day before to decorate.**
- If you accidentally tear up, break or destroy any of the facilities or property, you will be responsible for paying for the repairs. We usually keep your \$50.00 refund and then if the repair is more, you will be held accountable to repay the rest.
- **I give out all the keys for the weekend rentals on Thursday or Friday! Someone must come by and pick up the key before city hall closes on Friday at 4:30 pm. You will get a cleaning check list with the key that is to be signed and dated by the person on the contract. By signing, you agree that the facility is completely cleaned and ready for the next renter.**
- We furnish the garbage bags. They are in the Broom closet in the kitchen and in the bathroom cabinets. Take the garbage and put it in the cans in the parking lot, when leaving the facility.
- **We furnish the cleaning supplies also. The mops and brooms are in the kitchen closet and the cleaning supplies are under the kitchen sink and the bathroom sinks.**
- Everything else you need; you will have to bring. We do not furnish any dishes, plates, cups, etc.
- **You may park on the sidewalk on the Merry Jeffries side, not on the elderly housing side.**
- We know the back-door sticks, just do not use it, unless you have to. Make sure it is locked.
- **If you run out of any cleaning supplies, leave me a note on the back of the check list that you turn in.**
- The outside lights are on a timer.
- **When you are finished cleaning, you can swing by city hall and drop the key and the Signed Cleaning Check List in the Night Deposit Drop Box that our Water Office uses. No Key, No Refund.**
- Emergency Numbers: 911
- **Manager, Vickie Ross, 606-515-2516, she lives in town. If you cannot reach Vickie and it is an emergency, call Gina Hamblin at 606-215-0352.**
- Non-Emergency City Dispatch: 606-549-6037 – City Police and City Fire

Please help us keep this facility clean so that we can continue to offer to the public at a reasonable price.