

Grand Mound Community Center

Rules & Regulations

The Community Center is to be left as clean and orderly as it was upon arrival.

- All garbage should be removed and placed in the dumpster located on the West side of the building.
- All tables and chairs used should be wiped clean and placed on racks.
- All dishes and utensils should be cleaned and placed in their original place.
- All countertops should be wiped clean.
- Used dish towels should be left on counter.
- Floors should be dry mopped. Spills should be cleaned with a damp dish rag.
- Vacuum Rugs
- Shake out dry mops and place back on wall
- ONLY** Supplied Glue Dots or Painters tape may be used to hang decorations.

ABSOLUTELY NO DUCT TAPE CAN BE USED IN THE CENTER

**** use of duct tape will VOID your deposit ****

- All decorations should be taken down and removed from the center.
- Any damages to the building, equipment or furniture are subject to the forfeiture of your deposit and could result in additional cost depending on the severity of the damage.
- Doors should not be propped open.
- Outside area should be cleaned of any decorations or remnants of event.
- Both thermostats should be set to the following after rental:
 - Winter 67 degrees
 - Summer 71 Degrees
- Return the Key to the drop box located in the front door of City Hall (615 Sunnyside St.).

**** WiFi available – C3nt3rGM! ****

Contact phone numbers for questions or concerns:
Missy Conner 563.847.2190 or Sarah Beuthien 563.210.3275

To use the Handicap accessible door the door must first have the push bar locked. To do this, use the Allen head tool (located in the first drawer in the kitchen), depress the push bar and use the Allen wrench to lock the bar into place. Turn the switch located at the top of the door to Auto.



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