

Doris L. Benz Community Center

18 Heard Road PO Box 52 Center Sandwich NH 03227 603 284 7211
BenzCommunityCenter@gmail.com

CONTRACT FOR USE

Name _____ Address _____

Phone _____ email _____ Donation _____

Event: _____ Date and time _____

Estimated attendance _____

Terms of use

- 1. No smoking in the building or anywhere on the property.**
- 2. Never leave the building when appliances (stove, dishwasher, etc.) are running.**
- 3. If fireplace is used, be certain the glass screen is closed but leave damper open. Please note that we do not provide wood.**
- 4. Leave all areas, appliances, and furnishings clean and set up as you found them. See chart on clipboard in entry for replacement of table and chairs. Vacuum is in the bathroom closet. Other cleaning supplies are in the kitchen closet.**
- 5. Take all the trash to the dumpster located across the street at the apartments. Please replace garbage bags which are found in kitchen closet.**
- 6. Record the number of people attending your event on the calendar located on the door of the office.**
- 7. Make sure all lights, paddle fans, and appliances are turned off. If parking lot lights (timer switch is on the wall by the office) are used, please set the timer to go off shortly after you leave.**
- 8. Set furnace thermostat to 62 degrees if changed.**
- 9. Close and lock all windows, skylights, and front door. Leave key in the key box in the entryway.**

I have read and understand the above rules and agree to accept responsibility for following them.

Signature _____

Date: _____

All donations are appreciated as they help support our programs and maintenance