

Rules and Regulations for use of Sutton Community Building

- The Community Building is available to the General Public, Clubs, Organizations, Families, Businesses and other Citizens for the purpose of Meetings, Gatherings, Recreations, Dinners, Seminars, Conventions, Reunions, Exhibition Shows, Concerts, etc. The fee for the community building is \$75 with \$25 of that being a deposit that is returned upon inspection of building after rental. Fees may be waived for NON-PROFITS organizations and clubs. (This fee being waived DOES NOT exempt you from adhering to the following rules)
- Anyone desiring to use the Community Building should contact the Sutton Mayors office in person at 450 Fourth Street or by telephone at 765-5581 during normal business hours (8 AM – 4 PM), Monday through Friday.
- You are responsible for cleaning the community building, including the kitchen area and the tables after use, sweeping & mopping the floors, emptying the trash, cleaning the bathrooms, stairs, lobby and, in general, leaving the Community Center as nice as you found it, clean and ready for the next group to use it.
- We do NOT provide cooking utensils, dishes, pitchers or cleaning rags. You are welcome to use what is there, but please leave it afterward as you found it. The stove MUST be cleaned completely after use; scrape out any leftover food and wipe it down clean afterwards.
- The key must be returned to City Hall before your deposit will be returned, and the Community Building will be inspected to make sure everything has been cleaned.
- Once rent has been paid for use of the Community Building no refund will be granted; so, make sure the facility is suitable for your use before you rent it. You are paying for the use of the building and the utilities. (Certain circumstances may be considered for refund, call the Mayors office for details)

IF, WHEN YOU ARRIVE, IT SEEMS TO YOU THAT THE BUILDING WAS NOT CLEANED, CALL 644-6107 SO THAT WE MAY INSPECT THE PREMISES.

NO ALCOHOL OR DRUGS WILL BE TOLERATED, NOR ANY VIOLENCE OR ANY SORT OF DISTURBANCE. IF YOU FAIL TO OBEY THIS YOU MAY BE ASKED TO LEAVE THE PREMISIS WITHOUT A REFUND, AND MAY BE BANED FROM THE PREMISIS FOR GOOD.