



400 North Broad Street
Summersville, WV 26651
(304) 872-1211

Rules & Regulations for City Building Facility Rental

- Keys may not be duplicated or loaned to unauthorized individuals.
- The use of all tobacco products is prohibited within the City Building.
- **No alcohol shall be served at anytime when renting this facility.**
- After any event, the person renting the facility is responsible for the immediate removal of all food, beverage and trash. Empty all trash cans including the ones in the restrooms. The dumpster is located across the street at the entrance to the employee parking lot.
- The floor must be swept after your event. If anything sticky or messy is spilled you must also mop. Cleaning supplies are provided for your use and are located in the closet in the Ladies Restroom.
- All chairs and tables should be wiped off and returned to where they originally were before the event.
- No items belonging to the City of Summersville are to be removed from the building. All broken, damaged or missing items will be charged to the renting party at replacement cost.
- At the end of your event you are required to call to have an inspection completed. If the facility is not returned to the way in which you found it you are responsible for all costs involved. If you don't call for the inspection, you will be charged \$25.00/day each day that the inspection is not made and the key not returned. Please call: _____
- Please watch children associated with your event at all times. Do not allow them to use the elevator without adult supervision.
- No one associated with your event may enter the City's gym located on the 3rd floor. If any equipment is damaged or broken in the gym you will be responsible for the costs involved. If an injury occurs the City of Summersville will not be responsible for any costs associated with the injury.



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Thank you for choosing the City of Summersville Rental Facility for your Event!

Fees

Rental fee is **\$25.00**. Inspection will be done immediately following the event. If any damage is found, you will be notified by the City of Summersville as to what is owed for the damage incurred during your event.

Cancellation

In the event of cancellation, please call the number listed above as soon as your plans have changed.

Acceptance and Responsibility

By signing below, I have accepted the responsibility of following all rules and regulations while using the facility at the City Building.

Signature

City Representative

Address

Phone Number

Organization