

# USAGE and DECORATING RULES for KIWANIS HALL

Failure to follow all rules may result in forfeiture of your security deposit.

## SMOKING IS PROHIBITED IN ALL AREAS OF THE BUILDING

### YOU BRING IT IN, YOU TAKE IT OUT

Food items must be removed from refrigerator, all decorations and trash removed from tables, walls, floors etc. . . and placed into the trash containers.

## DECORATING IS ENCOURAGED, BUT DO NOT USE THE FOLLOWING

Staples, Tape, Screws, or Tacks of Any Kind on the Walls, Floors, or Ceiling

"Tacky Tape" is acceptable and thumb tacks may be used around table edges, BUT must be removed from table when you leave.

### If using the Kiwanis Hall Kitchen Area

Remove food items from refrigerator and take with you or place into trash containers. Rinse and Clean all Sinks, Counters, Stoves etc... Sweep and Mop Floor

Any Damage Should be Reported. Site Inspections will be Conducted Immediately Prior and Following Each Event. Again, Failure to Follow ALL Rules May Result in Forfeiture of Your Security Deposit.

## KIWANIS DINING HALL PRICING STRUCURE

Kitchen Area - \$75.00 Meeting Area - \$75.00 Security Deposit - \$50.00  
Or Rent Them Both for Only \$150.00

We also have offsite rentals of banquet tables and chairs.  
Call the Benton Civic Center at (435-5700) for pricing and rental dates

In signing I agree to the terms of rental and rules for the use of the Kiwanis Hall

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Name

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Date