

**RIVERSHIRE MAINTENANCE FUND, INC.**

**936-539-6028**

**Office Hours: Monday, Tuesday, and Wednesday 9:30 a.m. - 2:30 p.m.**

**RENTAL RULES**

Anyone injured on the property located at 206 Scarborough Drive is the sole responsibility of the Lessee. **No one** under the age of twenty-one (21) may rent the building. One (1) adult for every ten (10) persons under the age of twenty-one (21) must be in attendance. **All** functions must conclude by **10:00 P.M.**

The building must be cleaned before vacating the premises. Leave the building in the condition you found it – clean! Cleaning supplies and bathroom tissue are located in the supply closet in the men’s restroom.

1. Trash containers (including restrooms) **must be** emptied, and liners replaced in each.  
Trash bags can be found under the kitchen sink.
2. **Floors must be swept after your function.** Mop spills and sticky areas. The mop is in the men’s restroom closet. Water must be emptied out of the mop bucket.
3. Wipe all counters and appliances.
4. Lights/Thermostat - Turn off all inside lights. Leave the porch lights on for security purposes. Return thermostats to original settings.
5. Alcohol is allowed at adult functions only. **If you plan on serving alcohol permission and police security must be arranged PRIOR to your event by Rivershire Office.** Officers are paid for in cash, by you, at the time of your event. Alcohol consumption by minors (anyone under age 21) is not allowed.
6. **Tables/chairs must be wiped clean and returned to proper racks.** Failure to clean tables/chairs will result in a \$50 loss of the deposit. Leave broken chairs or tables (with a note) out so we can repair or replace them. **Do not stand on, staple, or thumb tack tables.**
7. Music must not be so loud as to disturb anyone living nearby.
8. Please observe the “No Smoking” policy in the building.
9. Absolutely no **tape, tacks, glue, or adhesives** allowed on **any** of the **painted surfaces or acoustic baffles**. Adhesives of any kind will damage the paint and baffles and will result in **loss of deposit**.
10. **Furniture and accessories** in the entryway may not be used or moved without prior permission.
11. **This Office is not responsible for any items you leave behind.**

*I understand that if I fail to comply with **ANY of the above rules, I lose the deposit**. This includes failure to leave keys in the office mail slot. Additionally, if any damages occur to the building during my rental period, I am liable for the cost of all repairs.*

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PERSON RESPONSIBLE

Revised 09/06/23