

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 the same day as your function.

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 and mopped (if necessary) after your function. Water must be emptied out of mop bucket.**
3. ****Kitchen - 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**. Prior permission and Police Security 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 absolutely **not allowed**.
6. **Tables/chairs must be returned to proper racks.** Leave broken chairs or tables (with a note) out so we can repair or replace. **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 OR tacks** allowed on **any** of the **Painted surfaces**. Tacks or tape, of any kind, will damage the paint and cause loss of deposit.
10. Absolutely no **tape OR tacks** allowed on **any** of the **Acoustic Baffle surfaces**. Tacks or tape, of any kind, will damage the fabric and cause loss of deposit.
10. **Furniture and accessories** in the entryway may not be used nor 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 night deposit box. If any damages occur to the building during my rental period, I am liable for the cost of any and all repairs.*

PERSON RESPONSIBLE

Revised 11/09/21

****This is included in the Cleaning Fee.**