

**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** and mopped (if necessary) **after your function. Water must be emptied out of 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. Prior 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 absolutely not allowed.
6. **Tables/chairs must be wiped clean and returned to proper racks.** Failure to clean tables/chairs will result in \$50 loss of the deposit. 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, 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 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 office mail slot. Additionally, if any damages occur to the building during my rental period, I am liable for the cost of any and all repairs.*

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PERSON RESPONSIBLE

Revised 11/09/21