

# THE DEPOT



## **DEAR DEPOT RENTER**

Thank you so much for renting the Depot for your event! We are very pleased that you have found a way to utilize this wonderful downtown asset.

**RENTAL TIMES ARE 7:00AM - 7:00AM (24 Hrs).** If you want to set up the day before or clean up the day after **you must rent those days**. If you are still in the Depot after 7:00AM on the day after your rental date you will lose your deposit.

## **KEYS:**

**MUST BE PICKED UP BY 4:00PM ON THE LAST BUSINESS DAY BEFORE YOUR RENTAL.** Keys will not be given out on Saturday, Sundays or observed Holidays as the City Hall is closed. If you are not able to be at City Hall you must send someone you trust to sign out the keys by 4:00PM.

**MUST BE RETURNED BY 4:00PM ON THE NEXT BUSINESS DAY AFTER YOUR EVENT.** A \$50 fee will be assessed for keys not returned on the second business day after your event. On the third business day after your event the facility will be rekeyed and you will be charged \$300.00 to rekey the facility. You will be liable for any damages to the facility during the time the keys are not returned.

**SMOKING:** This is a public facility owned by the City of Rawlins. There is no smoking anywhere within the building.

**ALCOHOL:** PERMITS ARE REQUIRED IF ALCOHOL IS PRESENT. Permits are issued at City Hall in the Finance Department for a minimal fee of \$10.00. Having alcohol on site without a permit may lead to legal consequences.

## **TO PREVENT BLOWING THE LIGHT CIRCUITS**



**PLEASE USE ONLY ONE PLUG PER OUTLET**

**Emergency Contact Numbers: Non-Emergency Police Department : 307-328-4530  
Maintenance 307-321-5922, Custodial 307-277-7901 CALL EACH NUMBER UNTIL YOU  
GET A LIVE PERSON, DO NOT LEAVE A MESSAGE.**

**PLEASE USE THIS CHECK LIST “BEFORE” YOUR EVENT:** Check for cleanliness and damages noting any concerns here and returning this page with your key.


**THERE ARE A FEW HOUSEKEEPING ITEMS WE REQUIRE OF ALL OUR RENTERS WHICH WILL HELP TO KEEP OUR BEAUTIFUL FACILITY OPERATIONAL FOR EVERYONE.**

**DECORATION RESTRICTIONS: NO CONFETTI OR GLITTER OF ANY KIND WILL BE ALLOWED. NO TAPE OR PINS WILL BE PLACED ON WALLS OR DOORS.**

**CLEANING SUPPLIES ARE LOCATED WITHIN THE LOCKED CLOSETS OF THE East Room's Women's Restroom or the Center Room's Men's Restroom**

**Please Use This Checklist to Help You with Your Cleaning Responsibilities**

- |  |   |
|--|---|
| <input type="checkbox"/> Chairs & tables wiped clean & put back in storage   | <input type="checkbox"/> All trash taken out to the east side dumpster                              |
| <input type="checkbox"/> All dishes & silverware washed & put away   | <input type="checkbox"/> Place new trash bags in all trash cans                                     |
| <input type="checkbox"/> Check Dishwasher, remove any dishes & silverware and return to cabinet storage            | <input type="checkbox"/> Cleaning supplies put away & closet locked                                 |
| <input type="checkbox"/> All floors swept, mopped & carpet vacuumed  | <input type="checkbox"/> All outside trash generated by your event placed into dumpster             |
| <input type="checkbox"/> Kitchen counters, sinks, Microwave & Stove surfaces wiped clean & faucets tightened       | <input type="checkbox"/> <b>Return heating or cooling thermostats to default by selecting “RUN”</b> |
| <input type="checkbox"/> Restrooms toilets flushed, floors swept, floors mopped, faucets tightened & trash removed | <input type="checkbox"/> <b>Check and lock ALL Entry doors</b>                                      |
| <input type="checkbox"/> Empty all trash cans  |   |

**WHEN WILL THE DEPOSIT BE RETURNED?** If the rooms are cleaned, there is no damage to the equipment or the facility, you vacated at your deadline rental time (rental time is 7:00AM to 7:00AM) and the outside of the building (including the Depot Park area) is clear of all trash generated by your event The deposit will be returned via check from the Finance Department within 5 weeks after your event,.

**Your Deposit May Not Be Returned in Full or At All for Any of the Following Reasons**

- |   |   |
|---|---|
| Cleaning is unsatisfactory                      | Damaged floors (gouges, missing carpet, stains) |
| Smoking in the facility                         | Damaged kitchen appliances or cupboards         |
| Damaged restroom facilities                     | Outside trash not picked up                     |
| Broken windows or doors                         | Trash not taken to the outside dumpster         |
| Bent, broken or scarred tables & chairs         | Altered landscape                               |
| Damaged walls (holes, gouges, scratches, filth) | Keys returned late or not at all                |

**WITH YOUR HELP THIS REMARKABLE BUILDING  
WILL BE IN USE FOR GENERATIONS.**