
FLORENCE COMMUNITY CENTER – KITCHEN USE RULES

Violation of the Community Center rules can result in the loss of your security deposit and/or you will not be allowed the use of facilities in the future.

1. All kitchen utensils must be washed, sanitized, dried and returned to proper storage areas.
2. Appliances available for use include: refrigerator (the tall silver one next to the desk—all other refrigerators are locked), stoves, sink, warming table/serving area & dishwashers. **NEVER ADJUST THERMOSTAT ON FRIDGE OR TURN OFF! Any appliance you use – make sure it is turned off!** Appliances including refrigerator, stoves and burners must be scoured and wiped clean after use. Do not unplug refrigerator. Please note: **NOTHING should ever be placed on top of Cyclone Convection Oven.**
If using the dishwasher—follow operating instructions taped above sink.
If using the convection oven—follow operating instructions taped on the wall by the oven.
If using the warming table—make sure to follow the notes posted on the warming table.
3. Contact kitchen staff of the Florence County Aging Unit at 528-4261 between the hours of 8:00 a.m. -10:30 a.m. Monday thru Friday, prior to using kitchen equipment to ensure appliances are operating properly.
4. All equipment failure is to be reported to the Florence County Aging Unit at 715-528-4890 as soon as possible.
5. Condiments will not be provided.
6. All food spills must be removed and washed cleaned this includes but is not limited to cabinets, refrigerators and stoves and ovens. Sinks must be cleaned and wiped dry.
7. Counter tops and tables must be protected with hot pads when serving hot dishes. Counter tops and tables must be cleaned and wiped dry following use.
8. Kitchen and dining area floors must be swept and damp mopped following use.
9. Sinks must be cleaned & dried
10. Coffee grounds are to be wrapped in paper and placed in trash containers. Do not throw coffee grounds in sink.
11. **All garbage must be removed from building and placed in the Great American Disposal dumpster. A Key labeled with the letter “G” will unlock this dumpster. Please provide your own garbage bags for your event. The key labeled “R” is for the Eagle Waste and Recycling Dumpster. Break down all boxes. Please make sure that the proper item is put into the proper dumpster. Garbage in garbage. Recycling in recycling.**
12. No town or aging unit property is to be removed from the building.
13. **Kitchen linen, if used, is to be washed and returned within 3 days of use of facility**
14. Turn off heat, air conditioner, all lights, coffee pot etc. prior to leaving building.
Ensure all doors are locked and closed securely—kitchen door, side double door & front door.

Please note: The Community Center is a facility that gets used by many different organizations. The Town of Florence Fire Department, American Legion and Florence County ADRC all have keys and access to the building. On rare occasions, one or more of these organizations may need brief access to the building during your scheduled event/rental.

RULES & REGULATIONS GOVERNING THE USE OF THE TOWN OF FLORENCE COMMUNITY CENTER

Violation of the Community Center rules can result in the loss of your security deposit and/or you will not be allowed the use of facilities in the future.

1. Please note that the Community Center is a smoke free building – use of tobacco, alcoholic beverages or drugs are prohibited and not allowed on the premises.
2. Reservations for use shall be made at the town clerk’s office during regular working hours: 8:00 a.m. to 12:00 noon and 12:30 p.m. to 3:30 p.m. Monday thru Friday or by writing to: Town of Florence, P.O. Box 247, Florence, WI 54121. Phone 715-528-3595.
3. Applications for use must be completed in full, signed and dated by the responsible party. Upon verification of the date being open and receipt of the security deposit, the facility will be reserved. The full rental fee is due and payable to the clerk 24 hours before the rental date. Cancellations received before 5 days of scheduled use shall facilitate full return of the security deposit. Cancellation received less than 5 days before scheduled use shall cause forfeiture of the security deposit except for unusual circumstances which shall be determined by the Town Board of Florence.
4. Upon completion of rental term and within 10 days, the town clerk shall return the security deposit if the property and premises were left in proper condition—to the pre-rental/event state (see post-event clean-up checklist). If there are missing or broken items or if property and premises were left in less than proper condition, a portion (or all) of the security deposit may be withheld. The security deposit shall be returned only to the responsible party involved in the rental agreement.
5. All users of this facility shall execute in full a hold harmless agreement. This agreement shall be retained on file by the town clerk.
6. All functions shall terminate at such time as to properly clean the building and premises to effect closing no later than 2:00 a.m. unless otherwise set by the Town Board.
7. At no time shall center contents be removed from the building.
8. **All garbage must be removed from building and placed in the Great American Disposal dumpster. A Key labeled with the letter “G” will unlock this dumpster. Please provide your own garbage bags for your event. The key labeled “R” is for the Eagle Waste and Recycling Dumpster. Break down all boxes. Please make sure that the proper item is put into the proper dumpster. Garbage in garbage. Recycling in recycling.**
9. Kitchen use and procedures shall be as stated on opposite side of this sheet.
10. Decorations, such as balloons, crepe paper, bells, etc., must be attached with tape only. Please use a minimum of tape. Any damage to the hall walls will result in forfeiture of the deposit.
11. If rugs are moved, they must be put back to where they were taken.
12. Keys can be deposited into the “after hours drop off box” located to the right of the Town Office door after rental.
13. Turn off heat, air conditioner, all lights, coffee pot etc. prior to leaving building.
Ensure all doors are locked and closed securely—kitchen door, side double door & front door.

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