



**Mayor**

*Mona Wilson*

**Dubach  
Community  
Center  
106 Smith St**

**Town Council**

*Mary Billberry  
Angela Dunn  
Evelyn Graham  
Kyle Hennigan  
Monique Roberts*

**Rules & Regulations:**

1. No parking vehicles or loitering at RV Park or ballpark. **DO NOT** park in front of any campers. Additional parking is located in the gravel lot behind the community center (post office side).
2. Report any issues with plumbing or ac/heat immediately. After hours you may contact the Mayor, 318.548.9081.
3. **NO DRUGS OR ALCOHOL allowed on the community center grounds or in the building. THIS WILL BE ENFORCED! Event will be cancelled immediately, and fee will be forfeited IF violation occurs.**
4. **NO SMOKING INSIDE THE BUILDING.**
5. No tape or nails on wall. Only use non sticking products to place on walls such as command strips or putty for hanging items.
6. Chairs must remain in building or on Community Center grounds. **NO** chairs shall be taken to the ballpark if you have permission to use the ballpark.
7. All events charging admission must provide a pre-approved off duty officer for security. The officer must present credentials at Dubach Town Hall before the event.
8. Community Center must be vacated by 1:00 AM the morning following your event.
9. Noise, including music, must not be loud enough to disturb neighbors in the RV Park.
10. Person signing this contract **IS RESPONSIBLE** for any damage to property, furniture, appliances, or equipment & will be charged for any repairs or replacement of items damaged.
11. The Town of Dubach & its affiliates **SHALL NOT** be held liable for **ANY** damage to personal property or injuries at facility.

**BEFORE LEAVING:**

12. Wipe down all tables & chairs and place them back on table cart.
13. Flush toilet.
14. Remove all trash and leftover food items. Take **ALL** trash down to the dumpster at the ballfield.
15. Turn off **ALL** heating & air conditioning units.

**Rent:**

- |                                    |   |
|------------------------------------|---|
| Regular Events on Monday-Thursday: | \$200 per day, \$50 deposit refunded if approved. |
| Regular Events on Friday-Sunday:   | \$275 per day, \$50 deposit refunded if approved. |
| Events Charging Admission:         | Contact the Town Hall for pricing information.    |

TOWN OF DUBACH

A \$50 DEPOSIT MUST BE RECEIVED IF YOU WANT TO RESERVE A DATE. SHOULD YOU CANCEL THE EVENT PRIOR TO IT; THEN A \$50 CANCELLATION FEE WILL BE RETAINED. ANY OTHER AMOUNT SHALL BE RETURNED. FULL AMOUNT MUST BE RECEIVED THE DAY BEFORE THE EVENT WHEN PICKING UP THE KEY.

\_\_\_\_\_  
Signature of Person assuming responsibility for use of building

\_\_\_\_\_  
Date of Event

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date FEE paid: \_\_\_\_\_

PLEASE HELP US KEEP THE RENT FOR THE USE OF THE COMMUNITY CENTER AFFORDABLE BY FOLLOWING THESE RULES.

Vacated Inspection Notes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount Refunded: \$ \_\_\_\_\_

Check #: \_\_\_\_\_

Date: \_\_\_\_\_

Keys Returned: \_\_\_\_\_ Yes

\_\_\_\_\_ No

\_\_\_\_\_  
Signature of Town Employee