

Damage Deposit Requirements

1. Do not put anything on the walls or ceilings.
2. Due to the proximity of our neighbors, excessive noise is not permitted and will result in the forfeiture of your entire damage deposit. Copies of the Fishers Noise Ordinance are available upon request.
3. Confine your group to the space you have paid for. Use of other rooms will result in charges for the additional space.
4. Make sure that your party and all possessions have exited the building at your contracted time. Alarms are programmed to be set at appointed times and setting them off will alert local law enforcement. All fines associated with alarm violation will be paid by the contracted party.
5. Remove all trash at the end of your event and put it in the dumpster.
6. Do not leave trash on the grounds or parking lot.
7. Make sure there is no debris left on the floors. Our facilities team will vacuum, but there should be nothing left on the floors that cannot be picked up by a vacuum.
8. Non-carpeted areas are mopped, we should be able to clean the floors with one mopping. Excessive food or drink spills need to be taken care of by the contacted party.
9. Do not stack the chairs or put them on the tables.
10. Do not collapse the tables or remove them from the room.
11. While some fingerprints are inevitable, guard against excessive fingerprints on the windows and doors.
12. Upon departure:
 - a. Secure all exterior doors
 - b. Turn off all lights (a few safety lights will remain on)
 - c. Damage deposit will be refunded upon return of key(s)

Damage Deposit Receipt

This receipt verifies that the Delaware Township Trustee's office has received a damage deposit for use of the Delaware Township Community Center.

DATE RECEIVED: _____ AMOUNT: _____

RECEIVED FROM: _____

Debbie R. Driskell
Delaware Township Trustee