

# **Rules for Renting Baxter's Fund Raising Room and or Pavilion**

These Facilities are made available to the public to rent by The Friends of The Depot Museum Association. The rental money collected for the use of the property pays back our portion of the grant that the City paid.

Official Fundraisers: Annual Festival, Fund Raising Room-Pavilion Rental.

**Fund Raising Room Rental (Always includes Pavilion): \$100 To rent. You get 3 hours. \$25 for each additional hour you are there. You must decorate, cleanup, take all garbage and leave within the time you purchased or you must pay for additional hours.**

To rent inside the building a SECURITY DEPOSIT of \$100 is **REQUIRED.** It will be held until area is inspected and approved.

**Pavilion Rental Only (Does Not include access to the Building or Restrooms) \$25.00 For Every Hour You Are There. You must decorate, cleanup, take all garbage and leave within the time you purchased or you must pay for additional hours.**

Reservations are made at City Hall: 200 Main Street, Baxter TN.

Phone: 931-858-4111 Ext. 1.

To make reservations you are required to complete user agreement form and make payment in full to hold a date and time. Usage fees are to be in the form of a check or money order made payable to the City of Baxter.

Security Deposit made payable to The Friends of The Depot.

**Rental Fee Payments are non refundable, for any reason you cancel.**

**Chairs and Tables Can Not be taken outside, or put on the porch or pavilion. Do Not drag tables and chairs across the floor. (Causes damage to the legs and floor) Renter will pay the cost of repairing damage to the facility.**

**Do Not hang anything from the walls or ceiling, or move any pictures. Do Not Use, Nails, Tape, Zip-Ties, or anything that could cause damage. If you serve food you must bring 2 rolls of paper towels for cleanup.**

**It is your responsibility to lock and check all doors, and take everything you brought including trash. These Rules are made to ensure the building is left clean the way you found it, including Restrooms.**