

**RULES FOR THE RENTAL OF THE
WATERLOO HISTORIC TRAIN DEPOT**

1. **ALL 4 DOORS MUST BE UNLOCKED DURING DEPOT RENTAL
(Per State Fire Marshal)**
2. **ABSOLUTELY NOTHING IS TO BE PUT ON THE WINDOWS, WALLS, CEILING OR ON
ANY PART OF THE BUILDING, THE TREES OR BUSHES**
3. **NO ALCOHOLIC BEVERAGES AT THE DEPOT**
4. **NO SMOKING IN THE DEPOT**
5. **NO LITTER LEFT IN YARD**
6. **NO ANIMALS ARE TO BE IN THE DEPOT, EXCEPT SERVICE DOGS.**
7. **WE REQUIRE THAT ALL TABLES AND CHAIRS BE SET UP, CLEANED AND PUT AWAY
BY THE RENTERS.**
8. **RESTROOMS ARE TO BE LEFT CLEAN
(No paper products on floor, toilets must be flushed, sinks clean, etc...)**
9. **KITCHEN SHOULD BE PICKED UP AND LEFT CLEAN. NOTHING IS TO BE LEFT IN
THE REFRIGERATOR.**
10. **FLOORS ARE TO BE SWEEPED BUT DO NOT WET MOP.**
11. **ALL TRASH MUST BE BAGGED UP AND PUT INTO A GARBAGE CAN OUTSIDE AND
TAKEN OUT TO THE STREET FOR PICK-UP**
12. **TURN OFF ALL LIGHTS**
13. **MAKE SURE EVERYTHING IS LOCKED UP UPON LEAVING THE DEPOT AND THE KEY
IS TAKEN BACK TO THE TOWN HALL**

*** The fee for the rental of the Waterloo Depot is as follows:
Town Resident \$75.00 Deposit \$75.00 plus sales tax
Non-Resident \$100.00 Deposit \$100.00 plus sales tax
Not-For-Profit Groups are required to pay a Non-Refundable \$30.00 Maintenance
Fee plus the required deposit.

*** The hours for the Day of Rental is from 6:00am to 12:00am (midnight)
*** Any violation of the above rules will result in the loss of your key deposit and if the damage is more than the key
deposit you will be required to pay the additional fees.
*** Deposit is also non-refundable upon cancellation

The undersigned has read and understands the above and will comply with all rules and regulations of the Waterloo Historic Train Depot. If the Depot is found to be in an unsatisfactory condition after I leave, I understand that I will lose my key deposit.

Signed: _____ **Date:** _____