



Renter Responsibilities

- 1. DO NOT ATTACH ANYTHING TO ANY WALLS, DOORS, WINDOWS, OR TRIM at the facility. (NO COMMAND HOOKS, as they have damaged the walls in the past.)** If any décor is attached to these surfaces, you will lose your \$200 damage deposit and if any damage occurs you are responsible to pay for any sheet rock and painting repair costs within 10 days.
- 2. DO NOT USE glitter or confetti.** If our cleaning staff spends extra time getting glitter off the walls, floor, and trim you will be charged for the extra cleaning fees.
- All tables and chairs provided in the building are for **INDOOR USE ONLY**.
- 4. NO SMOKING** inside the building.
- There is no garbage disposal, put all food from dishes and serve ware in the trash cans provided. All trash must be taken to the large dumpster outside.
- 6. Activities and cleanup must be concluded by the time listed in your contract;** cleaning personnel will be scheduled to arrive following your event.
- 7. If you bring it into the building, take it with you when you leave.** ALL trash, decorations, food, and other items must be removed and properly placed in the trash dumpster outside the building.
- 8. Stack chairs in groups of 6** and dolly them to the chair closet, load the tables **tops facing each other** onto table carts and return to the designated closet. **You will be charged a fee for any extra time it takes staff to rearrange the tables.**
- You are responsible for wiping down all tables, chairs, countertops, sink, and appliances used during your event. Again, all food waste should be scraped into trash cans not the sink.
- 10.** Sweep or dust mop the floors of the area(s) used for your event. This includes the main room, bathrooms and/or kitchen. Dust mops or brooms will be made available for your use.
- 11. Patio Area:** All trash, cigarette butts or party decor on the patio area is to be swept up and put in the trash dumpster as well. **If this area is left with cigarette butts, decor, or other trash that our cleaning staff must attend to, you will incur charges for the extra cleaning time.**
- 12.** Be sure the ice scoop is on top of the ice machine, so it doesn't get buried in ice.

We are proud of this facility and happy to make it available to you for your event.
Your help in keeping it clean and attractive is GREATLY appreciated.