

RULES FOR CLEAN-UP AFTER EVENTS

You are expected to follow these rules to receive your security deposit back

- **Absolutely NO OPEN FLAMES, such as CANDLES, STERNO, ETC**
- Building must be vacated by 11:00 PM
- Renter is responsible and **WILL BE CHARGED** for any damages to the floor, walls, tables, chairs, furnishing, fixtures, plumbing, electrical, kitchen equipment, landscaping or any other interior or exterior content, furnishings or fixture of the Building, grounds or parking area
- All floors in meeting room, lobby and kitchen area must be cleaned
- All spills or wet places on the floor must be moped up.
- Remove all trash from premises
- Kitchen area must be cleaned and all items removed from the refrigerator, freeze, sink, etc.
- All tables and chairs must be wiped clean and stored in the proper place. Renter is responsible for returning the room to the way it was originally found, including placement of tables & chairs.
- All food must be prepared off-site. **NO COOKING** is permitted on premises **ONLY** reheated.
- **NO** food can reheated over an open flame or sterno.
- **NO** decorations may be hung, taped, stapled, nailed or otherwise affixed to walls or ceilings
- **NO** glitter, confetti, rice, birdseed, petals, etc may be tossed in the building or surrounding area. Wedding bubbles can **ONLY** be used outside, due to damage to hardwood floors.
- **NO** pets allowed on premises