

## RENTER'S RESPONSIBILITIES

**All music & All alcohol must stop at the end time of event.**

For the 1 hour of clean up following the event you are to:

- Stack all chairs up against the walls **only 5 high**
- **Please** do **Not** close or put away the tables, they **are** heavy
- **Sweep floor** and **mop all spills** in the hall and kitchen
- **Wipe down** all the tables & surfaces including the kitchen
- Throw all garbage **in garbage bag** and place **in dumpster** in the back of building
- All bottles, cans and aluminum **FREE from FOOD** are to be place in the **BLUE** recycling containers in the kitchen
- **ALL** cardboard **FREE from FOOD** are to be broken down and place inside one another in the area behind the kitchen next to the back door.
- **Only masking tape or 3M command strips** can be used to adhere decorations to the walls and are **to be removed completely** and **ALL** balloons must be removed from the premises including those placed outside
- **You are to vacuum the hall, foyer& coat closet area** (use the vacuum that can be found in the coat closet)

Please sign & date that you acknowledge these responsibilities

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