



## FACILITY USE POLICY (AUDITORIUM AND COMMUNITY BUILDING)

No nails, screws, push pins, staples or damage of wood or walls in any way.

No tape of any kind on the floor, walls, stage, windows, etc.

Other than mopping, floor must be kept dry (i.e. place ice chests on tables rather than on the floor).

Televisions are for City use only. Do not touch.

Do not drag any objects across the floor.

Do not place anything hot on kitchen countertops.

Do not block or store items in the hallways, doorways, bathrooms or exits.

Cleaning equipment is provided in the storage room at the south end of the stage in the Auditorium; in the hall closet in the Community Building.

- Clean premises before leaving, including the restrooms.
- Mop floors, including restrooms and kitchen.
  - Use only the cleaning solution labeled "Clarity" for the floors.

Before you leave the building:

- Return all tables and chairs back to their proper storage area.
- Unplug all electrical equipment.
- Empty and dispose of all garbage and recycle. Replace trash can liners.
  - Trash & recycle dumpsters are located behind the Auditorium.
- Turn off lights
- Lock doors.

Any problems or questions during business hours, call 267-5647

Any problems or questions after business hours, call 267-5646