

## **Facility Rental Rules and Instructions (April 2023)**

### **Decorating & Decorations**

- No stapling of table covers to tables. Please use the metal clips we provide. Make sure clips are returned to the storage box after your event.
- No stapling of decorations to woodwork.
- No non-biodegradable confetti, especially the colored mylar/foil dots (about the size of a quarter). If you use these, your cleanup deposit will be forfeited.
- Remove all decorations, tape, etc. at the end of your event

### **Cleanup, Garbage Disposal & Recycling**

- Make sure to emphasize to your guests and people who help cleanup that we recycle glass & metal containers, including bottles, cans, plastic beverage bottles, cardboard and cartons from beverage packaging. The latter can immediately be placed in the recycling area behind the black curtains in the barn. Use recycling baskets for the remainder and be sure to empty them in the recycling area when your event is done or periodically during the event if they get full. No need to sort items. Recycling helps reduce our trash pickups, which then keeps rental costs low.
- Consolidate and empty all trash receptacles and place in dumpster at the end of your event. Make sure to empty trash from restrooms and kitchen.
- No helium gas cylinders in the dumpster. They go in the recycling area.
- No full balloons in dumpster. Make sure to pop them before throwing away.
- Make sure to pack items into the dumpster. No bags of trash should be left outside the dumpster.
- Floors must be broom clean. Clean up spills as well. Brooms, etc are in each building and a mop is in the storage room off of the main hall by ladies restroom.
- If your guests used the small remote picnic shelters, make sure they are free of garbage afterwards. Same goes for the porch on the main building.

### **Return to Original Condition**

- All chairs must be placed back on top of the tables, as they were when the rental began.
- All tables (Picnic & banquet) must be back in their original locations at the end of the rental.
- All games from the barn must be returned to their original location.

### **Miscellaneous**

- No ice in the fridge in the barn. We have one cooler on legs in the barn. Otherwise, you should bring your own.
- We provide garbage bags. Restrooms are stocked with toilet paper and paper towels.
- Light switches for main club hall are on the far walls. The switches by the entrance door are outside lights only. Same with switches inside the barn door to the main room. They should only be turned on after dark. Breaker to the lights above picnic tables is in the breaker box in the kitchen.