

## Stacy's Place Guidelines

Please make sure all things below are done. If they are not, it could affect your damage deposit.

- Tables cleared of all trash and decorations.
- All decorations removed from building. (NO decorations allowed in ceiling).
- All trash pulled and taken out to dumpster. (Located outside kitchen door)
- Wipe or mop up any spills.
- DO NOT lean tables or chairs against walls. If you don't need all of them, call so we can come, put them away. (Tables and chairs stay in place at end of event).
- DO NOT drag tables. If you move them one person at each end.
- DO NOT sit on the tables.
- Painters tape only for taping extension cords down or hanging signs on walls. NO 3M Command Strips may be used. They damage the walls when coming off. The Damage deposit will not be return if 3M strips are used and damage the walls.
- Lock ALL doors when leaving the building and put the key in drawer by office.
- OUT at ending time of event. Your event is over at \_\_\_\_\_ (Failure to be out on time will be an automatic deduction from your deposit).
- For Large Hall events unload and load at the side door in large hall or the kitchen door. Both have door stops. If it is windy someone will need to hold the door, so it does not catch in the wind and break. For small hall events use the single door and have someone hold the door open. DO NOT leave doors open to the outside. Once done unloading/loading SHUT the doors.
- NO PARKING at doors. Once done unloading park in a parking spot.
- All children MUST be supervised. Remember any damage that happens comes from your deposit.

- **Keep the parking lot safe and clear for emergency vehicles to get through if needed.**
- **NO BLOCKING of any doors (including Riser Room) or Fire Extinguishers. All exits to the outside need to be kept clear and safe in case of any emergency.**
- **The RED FIRE ALARMS on walls cannot be blocked with decorations.**
- **Follow kitchen rules. NO heating source such as a microwave or stove/oven may be brought into the kitchen.**
- **Leave Stacy's Place the way you found it. Any additional clean up required inside or out will be \$75 an hour. Cleanup outside includes cigars and cigarettes.**