

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.
- 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.
- Do not drag tables. If you move them one person at each end.
- Do not sit on tables.
- Lock doors when leaving building and put key in drawer.
- 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).
- Do not leave doors open to the outside. Once done unloading shut the doors.
- All children must be supervised. Remember any damage that happens comes from your deposit.
- No Parking at doors.
- Keep parking lot safe and clear for emergency vehicles to get through if needed.
- Follow kitchen rules.
- Leave Stacy's Place the way you found it. Any additional clean up required inside or out will be \$50 an hour.