

CIVIC CENTER RULES

(RULES LIST ALSO INCLUDED IN YOUR CONTRACT)

- ALL TABLES & CHAIRS MUST BE CLEANED AND RETURNED TO THEIR STORAGE AREAS.
- NO ALCOHOL IS TO BE CONSUMED AT THE CIVIC CENTER OR ON ITS PREMISES.
- TURN OFF ALL LIGHTS, AIR CONDITIONER OR HEAT.
- CLEAN THE PARKING LOT OF ALL TRASH.
EMPTY ALL TRASH CANS AND PUT IN DUMPSTER BEHIND BUILDING
- CLEAN KITCHEN AND BATHROOMS-TURN OFF ALL FAUCETS AND LIGHTS.
- CLEAN DIRTY SMUDGES FROM WALLS AND GLASS DOORS.
- REMOVE ALL YOUR DECORATIONS AND TAPE.
- MUST PROVIDE YOUR OWN PAPER TOWELS, TOILET TISSUE & CLEANING SUPPLIES.
- EVENT SHOULD END BY 1:00AM---ALL GUESTS SHOULD LEAVE BY 1:00AM. ONLY CLEANING PEOPLE ALLOWED AFTER 1:00AM.
- NO SMOKING IN CIVIC CENTER.
- KEY MUST BE RETURNED BY THE NEXT

BUSINESS DAY TO CHAMBER OFFICE.

- NO TRASH OR ALCOHOL IN CIVIC CENTER PARKING LOT OR MIRACLE CHRISTIAN CENTER PARKING LOT.

- NO OUTSIDE BATHROOM USAGE.

- NO ANIMALS ALLOWED. . LOCK ALL DOORS & WINDOWS UPON LEAVING.

- CLEANING TO BE DONE IMMEDIATELY FOLLOWING EVENT.

- REVISED 2/12/14