

Setting Up...

- Tables are in hall closet just outside multipurpose room.
- Chairs are located in conference rooms closets.
- Attach nothing to walls, windows or doors.
- No glitter or confetti.
- Do not allow children in restrooms unattended.

During your event...



Have a blast!

Before You Go...

- Return tables & chairs to closets.
 - Sweep & mop floors.
 - Place trash in plastic bags, only half full
~Place trash in corral outside front door
- **DO NOT put loose Trash into Bins**
 - **Failure to follow above instructions will result in forfeiture of deposit.**
- In general...Pretend our house is your house.

On the way out...

- Turn out lights.
- Drop key in office door mailbox.
- Lock outside door with allen wrench in box under door handle.
- Make sure door “clicks” shut.
- Have a safe drive home.