

IMPORTANT NOTES to RENTORS:

1. Before you begin to enter into the building with your decorations, food or other supplies, you must come to the office and do a walk-thru of the facility with your event coordinator. If you fail to do this, the opportunity to have things fixed will be passed. Once you have signed off on the paper work for the initial walk-thru, you are responsible for any messes that happen from then on out. We will provide you with a vacuum cleaner for final clean-up right before your event is to begin.
2. When using security, you must allocate an additional 30 minutes prior and 30 minutes following your event for the security to secure the premises.
3. Our staff is unable to help you load or unload any of your personal items. While we would love to help, we are unable to touch any items that are your personal belongings.
4. The Air Conditioning system is set to 70 degrees. Our staff is unable to adjust this.
5. Our staff does final touch-ups to the entrance and grounds on the day before any event. Mowing, weed eating, blowers and windows are all a part of final touch ups and are done on the day before your event to make sure they look their best!
6. Rice, glitter, bird seed and confetti: These items have been put into policy because of difficult cleanup. As we all know it is impossible to pick up glitter and confetti. Please make sure you clean these items up or refrain from using them at all.
7. Helium balloons: the balloons tend to get tangled on the fixtures and are difficult to

remove. We withhold \$50 from the deposit if balloons are left on the ceiling.

Please initial below that you have read and understand the policies of the civic center.

Responsible Party

Date