

GALLERY RENTAL CLEANING CHECKLIST & BUILDING RULES

1. All used paper products, discarded food, and trash must be placed in black trash bags (furnished by renter) and removed from the building by the renter. Trash pick-up is not available to the Art Center.
2. Sweep all floors (brooms are in the last room past the restrooms) and wipe up any spills.
3. Wipe all table surfaces and kitchen table, cleaning all food residue. Remove all items from the refrigerator that apply to your event.
4. No food, paper products, or bulk items will be emptied into sinks or toilets. Renter will be held responsible for any damage or cost of repairs.
5. NO EATING OR DRINKING in the upholstered furniture seating area.
6. All children must be supervised at all times. No one is permitted to enter the front windows for safety reasons. Decorations are NOT PERMITTED in the display windows.
7. Please to not touch or handle any items on display in the art exhibits. Tenant will be held responsible for damages or loss.
8. Smoking is NOT permitted in the building.
9. Please to not use glitter decorations in the gallery. It is very difficult to clean up from the floors and other surfaces.
10. Set-ups for event need to be 21" away from gallery walls.
11. Set-up time is to be included in your rental time. Earlier set-up will be charged extra.
12. All events to end at 8:00 p.m. with clean-up ending at 9:00 p.m. at the latest.

Thank you for your cooperation. Enjoy!