

ATTENTION LESSEES:

PLEASE MAKE SURE THE TABLES AND FLOORS ARE CLEAN BEFORE YOU LEAVE. ALL CLEANING SUPPLIES ARE PROVIDED AND IS LOCATED IN THE CUSTODIAL CLOSET. CLOTHS FOR CLEANING ARE DISPOSABLE.

PLEASE REMOVE ALL TRASH FROM THE PREMISES AND PLACE IN THE DUMPSTER THAT IS LOCATED IN THE POLICE DEPARTMENT PARKING LOT.

PLEASE **DO NOT** OVERLOAD THE ELECTRICAL OUTLETS. IF BREAKER KICKS, PLEASE CONTACT CITY HALL ON THE NEXT BUSINESS DAY. DUE TO LIMITED STAFF, WE WILL NOT BE ABLE TO COME OUT ON WEEKENDS TO FIX THIS PROBLEM IF IT OCCURS. PLEASE TRY NOT TO USE MORE THAN THREE (3) OUTLETS ON EACH SIDE OF THE KITCHEN AT ONCE.

ALSO, **PLEASE DO NOT USE 3M STRIPS ON THE WALLS NOR PUSH PENS. USE REGULAR SCOTCH TAPE. HELIUM BALLOONS ARE NOT ALLOWED IN THE COMMUNITY CENTER!**

THERE ARE 12 ROUND TABLES THAT ARE 60 INCHES EACH AND FIVE RECTANGLE TABLES. EACH RECTANGLE TABLE IS 8 FOOT LONG. THERE ARE 6 CHAIRS AT THE ROUND TABLES.

WE ARE NOT RESPONSIBLE FOR ANY ITEMS LEFT IN THE COMMUNITY CENTER FROM PARTIES OR EVENTS.

PLEASE FOLLOW THE CDC GUIDELINES.

SECURITY CAMERAS ARE IN USE.

THANK YOU FOR YOUR RESERVATION!