

## NOTICE TO HALL RENTERS

SET UP AS YOU LIKE PROVIDED THAT NO TAPE OR STAPLES ARE USED TO AFFIX ANYTHING TO WALLS OR CEILING.

CLEAN UP AND LEAVE SET UP AS YOU FOUND IT. EXTRA TABLES TAKEN FROM SUPPLY AREA SHOULD BE RETURNED THERE.

2 TABLES REMAIN ON STAGE AREA WITH SWIVLE CHAIRS FOR MEETING SETTING

IT IS ACCEPTABLE TO LEAVE 20 TO 25 CHAIRS LINED UP FACING THE FRONT FOR A TYPICAL MEETING SETTING

BOTH DOORS TO THE OUTSIDE SHOULD BE LOCKED AND SECURED

DOORS TO SUPPLY AREA SHOULD BE LOCKED

KITCHEN AREA SHOULD BE CLEANED UP

REPLACE ALL TRASH BAGS IN ALL CONTAINERS

TAKE YOUR TRASH WITH YOU

THANK YOU

(There are more trash bags, toilet paper, bathroom paper towels in storage area)

(hall renter notice)