

# Facility Use Rules

- No smoking indoors or within 25 feet of the public entryway.
- No penetrations of the walls (pushpins, etc) of any kind. Tying decorations with string from the fixtures and ceiling area is allowed provided you remove all evidence of such upon your departure.
- Feet are meant for floors. Kindly ask your guests not to rest their feet on the walls, windowsills, or furniture.
- No running up and down the halls, there are tenants in the building conducting business 7 days a week.
- No grease, liquid or otherwise, down the drains. Grease should be disposed of in a container, directly into the dumpster.
- Please complete the cleanup checklist after your event. Leave the facility in better shape than you found it.
- If you plan on serving alcohol, you must obtain a Banquet Permit from your local State Liquor Store and follow all applicable rules.

*Failure to follow these rules may result in the loss of all or part of your damage deposit or the cancellation of your future use of our facility. Thank you for helping us to serve you!*

Facility Emergency Contact Numbers:

*Ed Triezenberg: 425-330-3448*

*Jessica Matheson: 425-422-3634*

## Cleanup Checklist

- Wipe down countertops, sinks, tables and chairs. Clean the floors.
- Take all garbage to the dumpster, replace with fresh liners.
- Clean restrooms.
- Leave absolutely nothing behind. We reserve the right to discard anything left in the facility.
- Wipe out fridges and freezer. Leave no food.
- Turn off all lights.
- Be sure the door is securely locked behind you.
- Drop Key in drop box by the front door.