



LAWSON COMMUNITY ROOM

All doors shall remain unlocked during events

Please be courteous to the next person that may be renting for that special occasion and leave it as you would want to find it.

- Wash, dry and return all items (tables, chairs, kitchen utensils or appliances)
- Turn off and unplug coffee pot
- Throw away coffee grounds in the trash provided next to cabinet
- Close trash bag and place in trash dumpster in alley behind city hall.
- Replace with a new white trash bag
- Sweep kitchen and community room floors
- Cleaning supplies and trash bags are underneath the kitchen sink
- Broom and dust pan are in the area by tables and chairs

*****RENTAL HOURS SHALL INCLUDE SET-UP AND CLEAN-UP*****

Rules:

1. **Smoking, vaping, use of tobacco, illegal substances, or alcoholic beverages of any kind is NOT permitted in the Community Room at any time.**
2. Storage of personal items pertaining to the event is not permitted. Items left in the Community Room after the event will be disposed of immediately.
3. Only masking tape can be used; all other tapes are prohibited. All tape must be removed after event.
4. Decorations are allowed on tables, chairs, floors, windows. Decorations may only be attached to the metal framing of the ceiling and not the ceiling tiles.
5. Decorations shall not be placed, mounted, or hung on the walls unless approved by the City Administrator. No nails, screws, staples, or tacks shall be used to fasten decorations to the tables, chairs, floors, ceiling or windows.
6. If hanging décor from the ceiling, you must provide your own ladder. **DO NOT STAND ON TABLES OR CHAIRS.**
7. **NO LOOSE GLITTER.** Be mindful of decorations that may shed glitter and clean up accordingly.
8. No open-flame candles are permitted, except candles lit for five (5) minutes or less as decorations on a birthday cake are permitted. Battery powered lights designed to look like candles are permitted.

Thank you for your cooperation.