***Rules for renting***

1….. You are free to rearrange the tables and chairs in any fashion you like during your event ***BUT* all chairs must be placed around the tables when you leave.** DO NOT LEAVE CHAIRS STACKED AGAINST THE WALL; YOU WILL NOT GET YOUR DEPOSIT BACK.

2….. Replace museum tablecloths to tables if you took them off.

3….. **DO NOT** TAPE or tack anything to the walls.

4….. **DO NOT** tape or tie anything to the spot lights if you plan on using them. THEY GET VERY HOT.

5….. All streamers and balloon strings must be removed from fixtures.

6….. Floor must be swept and mopped if necessary. IN THE HALL CLOSET BY THE BATHROOMS YOU WILL FIND A BROOM AND A DUSTMOP THAT WORK WONDERFUL . If the floor needs to be mopped, the blue mop, located outside the exterior door in the hallway is for the main room and kitchen. Mr Clean is under the sink in the kitchen, if needed. The white mop is for the bathrooms.

7….. All dishes must be cleaned and put away.

8…… Any mess in the microwave must be cleaned.

9….. Any food or drink left in the fridge after your event becomes ours and we will attack it faster than a flock of vultures or pack of wolves.

10….. Please empty the trash can from the annex kitchen to the green garbage cans located outside between the two buildings. There are garbage bags located under the sink.

11…..**DO NOT** allow children to pull on the curtains or blinds.

12….. If you have been going in and out the doors please be sure they are all secure when you leave.

13…..Please turn out all lights when you leave.

14…..**DO NOT** mess with any stuff in the office area. OUR secretary tends to get her feathers ruffled when people touch and move her stuff.

15…..**DO NOT USE THE COPIER;** it is not part of your rental.

16……THE RENTER is ultimately responsible to see these rules are followed whether they attend the event or not. Ignorance is no excuse for getting your deposit back. Museum personnel are either too old, too sick, too mean or all of the above to clean up after your mess

17…..***NO ALCOHOLIC BEVERAGES OF ANY TYPE ARE ALLOWED ON MUSEUM PREMISES. NO EXCEPTIONS!!!!!! VIOLATIONS WILL RESULT IN LOSS OF DEPOSIT AND YOU WILL LOSE ANY FUTURE RENTAL PRIVILEGES.***