

# **Susnig Center Dining Hall – Rental Rules to Know**

*Facility needs to be left clean and tidy...how you found it!*

- Rental deposit will **NOT** be returned, if these rules are not followed.
- Brown refrigerator can be used, if available.
- Ice machine can be used, if available.
- ALL other kitchen equipment is **NOT** available for rental use.
- Bring all utensils needed for rental, none are available for use.
- Trash – Put in dumpster out the back door of kitchen.
- Wipe down tables & chairs after use.
- Fold tables/stack chairs after use, that were not already out, as pictured on wall.
- Dust mop (sweep) floor.
- Mop up any spills created.
- Clean out brown refrigerator, if used.
- Clean-up kitchen, if used.
- The gym is **NOT** for rental use, unless it has been rented too.
- Do not hang anything on walls, ceiling, etc!
- Do not prop the doors open.
- Turn thermostat back heat to 55\* (in winter) and air to 80\* (in summer).
- Check restrooms and flush toilets/urinals.
- Double check all doors are secured (locked) before leaving, even emergency exit doors!
- Turn lights off and do not forget the bathroom lights too!
- SMOKING IS **NOT** PERMITTED IN ANY CITY FACILITY!
- ALCOHOL IS **NOT** PERMITTED IN ANY CITY FACILITY/PARK!

## **IMPORTANT PHONE NUMBERS:**

**Fire Dept. - 911**

**Police Dept. - 498-2131**