P & R Multi-Purpose Room Rental Rules

1. Be sure all doors are locked and the inside lights are turned off before leaving. (Custodian will take care of locking up the building)
2. Please fold all tables and chairs and return to caddies. Please clean up after usage of the facility. A broom and mop are located in the janitorial room.
3. You may not tape anything onto the painted walls or the ceiling grid. You may not hang anything from the ceiling grid. You may not use push pins on our walls.
4. Should you fail to leave the building in a clean and orderly state or if you fail to obey any of these rules, you will lose your security deposit.
5. In the event of breakage or damage to any property or equipment, the person(s) or organization using the facility assumes full responsibility for replacement and/or repair according to the judgement of the P & R Director, or his designated representative.
6. If you use the kitchen or our appliances, please leave it/them clean and make sure to turn them off before leaving.
7. Alcoholic beverages and the consumption of them are strictly prohibited on all P & R properties.
8. Please do not tamper with the thermostats.
9. Please obey the room capacity signs.
10. You may not use the room for anything other than what your permit was given.