

**FACILITY RENTAL RULES AND REGULATIONS
A SMOKE AND ALCOHOL FREE FACILITY
100 people capacity**

Failure to follow the facility rules will result in losing all or part of the \$200 deposit.

- All clean-up must be completed by midnight for Friday and Saturday rental
- Untimely cancellation before the event may result in losing the \$200 damage deposit.
- Damage deposit checks are cashed at time of reservation.
- The damage deposit will be sent to the address listed on the application within 2 weeks after the event.
- Renters must include the time to do their own set up and clean up in the requested rented time. Any time used exceeding the time reserved by the renter will be deducted from the \$200 deposit.
- No drinking of alcohol or use of illegal substances is permitted in this facility or in the parking lot.
- No excessive loud noise or music. Failure to lower volume to the level requested or if the police are called, you will lose the \$200 deposit. Kirkland noise ordinance requires music lowered at 10:00pm.
- No Smoking is permitted in this facility.
- No fresh flowers are to be used on the dance **floor**.
- Do not throw confetti, sparkles or chewing gum inside or outside the building.
- Do not use dance wax.
- Do not use tape on the walls. Tape may be used on the tables, but must be removed.
- Do not use tables or chairs to stand on when decorating. Use the provided stepladder in the kitchen.
- Do not use staples anywhere in the hall.
- No juice drink is allowed on dance floor because it stains the floor and removes finish. No ice chests/coolers are allowed on the dance floor – keep in the dining room

EQUIPMENT

- Any additional equipment brought in by the renter must have prior approval by hall manager.
- There are 14 tables (96 inches long x 30 inches wide) and 80 chairs. There are 4 serving tables in the dining area.
- Renter is responsible for setting up and taking down folding tables, and for returning tables and chairs to their original location. Chairs should be lined up along the windows in the dance hall area. Dining room chairs should be placed around the 3-4 tables in the dining area.
- Kitchen equipment includes a microwave oven, refrigerator and large coffee maker.

CLEAN-UP

- All decorations, pins and tacks, food and supplies brought into the Hall must be removed.
- Empty all trash from both bathrooms, coatroom, and kitchen. Take to the outside dumpster at the rear of the building. If it is full, you must take your garbage with you. Do not leave outside the dumpster.
- Clean the kitchen including the counters, tables and rinse out sinks (no food down the drain). Sweep and damp mop kitchen floor.
- Sweep all areas (dining area, stage, coat room and front entrance)
- Dust mop the dance floor (shake dust mops out at exit door near stage area). Dust mops are in the coat room.
- **DUST MOPS ARE TREATED WITH OIL, PLEASE DO NOT USE THEM WITH WATER**
- Check toilets and sinks for running water.
- Lock front door, shut off light switches, exit out back kitchen door.
Be sure back door is securely closed.

Please clean sticky spots from the dance floor with the wet swiffer located in the kitchen. **DO NOT USE WATER ON THE DUST MOPS. THEY ARE FOR DUST AND DRY CLEAN UP ONLY.** The dust mops located in the coat room.

All spills on chairs, tables and floors must be cleaned up and damp mopped. Hall and equipment must be returned to the way it was before the event. No clean up should be required by the Juanita Community Club Staff. The Juanita Community Club shall have no liability for loss or additional expenses or inconveniences caused by weather or for any other reason and is not responsible for personal property.