# **GUALALA COMMUNITY CENTER**

47950 Center Street, PO Box 263, Gualala, CA 95445 707-884-3179

## **INSTRUCTIONS FOR RENTERS - Page 1 of 2**

# Smoking

- No smoking in the hall or within 15 feet of any door or window
- Grounds outside must be left free of cigarettes and litter

#### Furniture

- Furniture is not to be removed from the hall
- Outdoor furniture not to be moved without express permission

# Tables / Chairs

 stored in outbuilding accessed via switch/garage door opener located inside main hall near stage, next to door on West wall

#### Alcohol

- If sold at event, requires Temporary Liquor Permit
- Insurance Certificate covering sale of alcohol

#### Music & Noise

- Sound curfew: 10:00 pm
- Guests are expected to respect property rights and rights to quiet of neighbors
- Monitor parking lot during and after event for excessive noise

# Misc.

- NO FIRES!
- NO CANDLES!

Gualala Community Center, 501 (c) (3) Non-Profit Community Organization

# **GUALALA COMMUNITY CENTER**

47950 Center Street, PO Box 263, Gualala, CA 95445 707-884-3179

### **INSTRUCTIONS FOR RENTERS - Page 2 of 2**

Tables, Chairs & Walls

- Cleaned, folded, stacked and returned to original storage areas
- No nails, pins or tacks in walls or ceilings
- Use blue painters' tape only, completely removed and area cleaned of adhesives

Floors

- Hardwood swept (and damp mopped, if necessary)
- Kitchen floor swept (and damp mopped, if necessary)
- Note: Help us preserve hardwood floors: use caution at all times

Kitchen

- Counters, sinks, refrigerator cleaned
- Dishes, cookware, utensils (etc.) washed, returned to original storage areas
- Stove turned off; coffee machines unplugged
- NO FOOD left in kitchen without prior approval

Trash

- Completely removed from Center
- All Center trash cans relined
- Placed in trash dumpster with lid secured

Recycling

- Completely removed from Center
- All Center recycling cans (interior) relined
- Placed in blue recycling dumpster with lid secured

Lights, Heat

- Heat turned off
- All lights turned off
- All doors locked

Gualala Community Center, 501 (c) (3) Non-Profit Community Organization