

# WIL-O-WAY RENTAL GUIDELINES

*By following these guidelines, your rental experience will be a good one for you, your guests, and any future planned visits to our Wil-O-Way Center.*

1. **CLOSING TIME:** The facility closes at 12am (Midnight).

Renters must end their event, have the hall cleaned and everyone out of the building by 12am (Midnight).

2. **OVERCROWDING:** Renters must maintain a safe number of people in the building at all times. The manager will require your assistance in complying with the maximum hall capacity, and if necessary will enforce the maximum capacity through law enforcement.

Maximum Capacity: 185

3. **CLEAN UP:**

Wipe down tables and chairs used

Put away all tables and chairs that were brought out and/or as directed by manager

Clean up kitchen, wipe stove, and microwave if used

Sweep floor in main hall and kitchen

Spot mop spills in main hall and kitchen (**NO PINESOL** or similar chemicals)

Bathrooms- make sure diapers, toilet paper, etc is put in the trash and not left on the floor

Remove all decorations utilized, including tape & balloons

Remove all garbage generated and place in the parking lot dumpster

4. **SET UP:**

Setting up tables & chairs is renters' responsibility

Tacks, nails, etc. MAY NOT be used in decorating

All decorations & supplies brought in must be removed at the end of the rental

Decorating/set-up & clean-up time must be scheduled & will be charged at the rental rate.

5. **BANDS/DJ's:** MUSIC **MUST STOP** no later than by;

Wil-O-Way Grant – 11:00pm

Wil-O-Way Underwood – 11:30pm

6. **FIRE ALARMS:** Renters are responsible if fire alarms are activated without cause. Response fee (\$75) will be charged to the renter.

7. **ALCOHOL:** Only beer, wine & champagne are allowed!

8. **CONCEALED WEAPONS, SMOKING, and FOG / MIST MACHINES:** ARE NOT ALLOWED!

9. **DOORS/WINDOWS:** The facility is heated & air conditioned for the renters comfort. As such, doors and/or windows ARE NOT to be opened AT ANY TIME for temperature control.

10. **OUTSIDE GROUNDS:** If guests have used outdoor area, renters are responsible to pick up trash and put in parking lot dumpster and return picnic tables to original location. Renters must put hot charcoal into the designated containers.

Renters who follow these guidelines enjoy their experience at Wil-O-Way. Renters who don't follow these guidelines, will have their security deposit assessed and may be barred from future rentals. Please respect people with disabilities through your cooperation with these guidelines. Thank You.