

## **WIL-O-WAY RENTAL GUIDELINES**

- 1. No smoking in the building**
- 2. Only beer, wine & champagne alcoholic beverages allowed**
- 3. No fog machines allowed.**
- 4. Renters are responsible if fire alarms are pulled intentionally. Watch your children**
- 5. Set Up & Clean Up:**
  - Setting up tables & chairs.**
  - Wipe down tables and chairs used**
  - Put away tables and chairs 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**
  - Bathrooms- make sure diapers, toilet paper, etc is in trash and not left on floor.**
  - Remove garbage and place in parking lot dumpster.**
- 6. 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.**
- 7. Overcrowding- renters must maintain a safe number of people in building at manager's discretion.**

**Most renters enjoy their experience at Wil O Way and respect the guidelines. When renters do not follow guidelines, their security deposit will be assessed. Please help us maintain this facility for the people with disabilities who recreate here. Thank You.**