

RULES FOR USE OF THE WING CENTER *Harter Hall & Kitchen*

*We ask that you follow these simple rules so we may keep The Wing Center a welcoming place for all.
Thank you for your cooperation.*

GENERAL USE – Instructions will be given during building orientation.

TABLES & CHAIRS: Tables and chairs are provided free of charge for use with your rental. We ask that when your event is over, these are cleaned and returned to the place where you found them, and the floors are swept.

- ▶ **ABSOLUTELY, POSITIVELY NO USE OF BALLOONS!** This is an automatic forfeit of your deposit. They become entangled in the overhead fans, and we need to hire someone to cut them down.
- ▶ **AUTOMATIC DOORS:** Do not prop open any of the automatic doors. It burns out the motor.
- ▶ **NO TACKS, SCOTCH TAPE, NAILS OR ANYTHING ON THE WALLS.** If you need a place for visuals, please use easels.
- ▶ **NO REDECORATING OR REARRANGING** the building or rearranging any of the artwork.
- ▶ **NO ALCOHOL OR VAPING IN THE BUILDING**
- ▶ **DO NOT LET ANYONE IN YOUR GROUP PLAY WITH THE PIPE ORGAN**
- ▶ **RETURN THE HEAT AND A/C SETTINGS BACK TO THEIR ORIGINAL SETTINGS.**
- ▶ **TRASH:** You are responsible for removing the trash generated from your event. Trash cans are 32 gallons.

KITCHEN USE

KITCHEN USE APPROVED BY BOARD:

Yes No

- ▶ **If you wish to use the kitchen, you must seek prior approval.**
- ▶ For their safety, children are not allowed in the kitchen except as a pass-thru to bathroom facilities.
- ▶ Clean all kitchen equipment used and sweep and mop the floors after your event.
- ▶ Turn off all lights and lock the building upon leaving.

I have read the **Rules For Use of The Wing Center** and agree to adhere to these policies.

Printed Name

Date

Signature