



4-H FAMILY CENTER RULES FOR PUBLIC USE – CLOSING BY 10:00 PM

LE SUEUR COUNTY SHERIFF'S DEPARTMENT AND LE CENTER CITY POLICE WILL ENFORCE THIS POLICY

- **A SECURITY CAMERA IS ON AT ALL TIMES**
- **PLEASE LEAVE THE BUILDING AS YOU FOUND IT**

- The 4-H Family Center is an alcohol, drug and tobacco FREE building.
- No animals allowed in the building.
- No hanging things from the ceiling, ceiling fans, projector or screen. **NO Piñatas**
- No pins, nails or ANY type of tape on the walls. **3M easy release tabs only.**
- No confetti in the building.
- Be sure all tables, chairs, countertops, etc. are clean and not sticky.
- Tables and chairs DO NOT leave the building.
- Sweep and mop the floor (leave as you found it)
- Vacuum the rugs in front of the door. Cleaning supplies are in the janitor's closet (between the restrooms)
- Be sure bathrooms & kitchen spaces are tidy (leave as you found it)
- All garbage from your event (including bathrooms) must be taken to the locked dumpster on the east side of building. The key for the locked dumpster is hanging in the kitchen above the serving counter. Replace with black garbage bags, in the kitchen area behind the counter.
- ONLY garbage accumulated from the event is to be put in dumpster. Excessive garbage will be charged accordingly. An extra Fee could be charged up to \$100.00.
- If there is damage to ANY equipment/building or is not cleaned like stated above partial or all of the damage deposit can be held. Cleaning fee is \$30.00 an hour.
- Building key may be picked up during office working hours Monday thru Thursday 8-4:30 and Fridays 8-4 not more than 3 days prior to the event and returned no more than 3 days post the event.
- Any plumbing or electrical problems during your event contact- Jim 952-290-1786.