

# GREENWOOD COMMUNITY CENTER

6129 S Highway One, PO Box 183, Elk, California 95432  
707-877-1105

## § INSTRUCTIONS FOR RENTERS §

Tables, Chairs  
and Walls

- Cleaned, folded, stacked and returned to original storage areas
- No nails or tacks in walls or ceiling
- All tape completely removed and area cleaned of adhesives
- **NO CANDLES** in any location!

Floors

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

Kitchen

- Counters, sinks, refrigerator - cleaned
- Dishes, cookware, utensils (etc.) washed and put away in 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 recycling dumpster with lid secured

Lights, Heat

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

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## § INSTRUCTIONS FOR RENTERS §

### 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 is not to be moved without express permission

### Bathrooms

- Bathrooms cleaned
- Trash removed and properly disposed of (see page 1)

### Alcohol

- If sold at event, Renter must provide to GCC prior to the event:
  - Temporary Liquor Permit
  - Insurance Certificate covering sale of alcohol

### Music and Noise

- Sound curfew: 10:00 pm - weeknights; Midnight - weekends
- North hall doors must be closed by 10:00 pm to buffer sound from neighbors
- Monitor parking lot during and after event for excessive noise

### Misc.

- NO DOGS!
- NO CANDLES !