

Rental Facility Policies + Procedures

Date: _____

Rei's cell phone number in case of emergency: **TEXT 360-920-2591**

Lights

- You may adjust the lights as needed. Return to original on/off position when done.

Power

- Power outlets are along the walls behind the curtains.

Back Bay Door

- Unlock the door by sliding the security lock to the right. Unfasten the chain from the wall hook and pull the chain to open the door. Secure the chain to the wall hook to hold the door open. **DO NOT LET MINORS NEAR THE CHAIN!!**
- You must close and lock this door before you leave

Heat

- If you open the back door, **TURN OFF THE HEAT.** Use the thermostat on the wall behind the front desk. Push the center circle button to turn heat on/off. Turn it back ON when you leave.

Wi-Fi : Network: ICSWifi_5ghz Password: playforever!

Coffee/Tea

- You may use the K-cup and Tea kettle for coffee/tea. Coffee, tea, sugar are provided. Clean and return all mugs.

Refrigerator / Freezer

- Do not touch, use, or disturb any items in the refrigerator or freezer.
- Use any space available.

Work Room

- The work room is available for you to use for storage. Do not open cabinets, bins and drawers.

Parking

- Do not allow your guests to park in front of any loading door in the back of the buildings, or park anywhere other than the designated parking.

Furniture

- You may move furniture, tables, and folding chairs. Do not allow anyone to jump, play, or bounce on the furniture.
- Ensure the wheels are **LOCKED** and the table surface is **LOCKED IN PLACE** before use.

Garbage/Recycling

- The blue recycling bin is for **PLASTIC AND GLASS ONLY.** No paper please!
- Dispose of all refuse in the large purple garbage bin.

Security

- Remind all guests to **LOCK** and secure their vehicles.
- There are cameras inside the facility that record only the last week of activity. If an incident occurs where you need video footage, you must notify us immediately. The cameras **DO NOT** cover the exterior of the building.

Sound

- Do not adjust any knobs except for the main large volume knob.
- Plug in your phone, tablet, or laptop using the sound input cord.
- Microphone available by request.

Restroom

- Extra paper towels and toilet paper are in the upper cabinets in the restroom.

NO SMOKING

No tacks, nails or permanent tape will be used to hang any posters or displays.

CLEANUP/BREAKDOWN BY: _____AM_PM

- CHECK FOR YOUR BELONGINGS IN ALL ROOMS + RESTROOM**
- SWEEP FLOOR AND CLEAN SURFACES - VACUUM CARPETS**
- PLACE ALL GLASS AND CAN RECYCLING IN BLUE BIN**
- EMPTY TRASH INTO LARGE PURPLE TRASHCAN**
- REMOVE ALL DECORATIONS AND BALLOONS**
- STACK CARDBOARD FOR RECYCLING**
- RETURN FURNITURE TO APPROXIMATELY WHERE YOU FOUND IT**
- TURN OFF OR TURN BACK ON ANY FANS OR HEATERS YOU ADJUSTED**
- TURN OFF WAREHOUSE LIGHTS (KEEP STRING LIGHTS ON)**
- CLOSE AND LOCK THE BAY DOOR WITH THE CHAIN AND LOCK-BAR IF YOU OPENED IT**
- LOCK THE FRONT DOOR AND DOUBLE CHECK IT!**
- LEAVE OUT THE BACK DOOR -**
ONCE THE DOOR CLOSES YOU ARE LOCKED OUT