

# Rules for Use of Auditorium

Updated: 12/27/2016

- No food or beverage allowed without advance council approval.
- No tape of any kind on the floor, doors or walls without advance approval from city staff.
- No sliding of furniture or equipment across the floor.
- No moving of portable athletic equipment, except by city custodial staff.
- Clean up of facility following use shall include dry mopping of the floor.
- Floor covering to be used when tables, chairs or equipment are used in the auditorium.
- Prior approval required to bring any furniture or equipment into the auditorium.
- **Any damage to facility must be reported to the City Clerk's office within 24 hours.** Costs to repair damage will be the responsibility of the user/person causing the damage.
- Garbage containers should be emptied, and bags placed near the custodian room door.
- Recycling of items such as cardboard, plastic, aluminum, and glass should be done according to city regulations including bagging or boxing items separately.
- **Auditorium closes not later than 10:00 p.m.,** except for special events.