

# Guidelines for use of Riverview Center

Please **do not** use the following objects:

- ❖ Confetti, Glitter, Rice, or Birdseed
- ❖ Piñatas
- ❖ Helium balloons
- ❖ Open flames
- ❖ Tape on painted surfaces, windows, doors, or frames
- ❖ Tables or chairs outside of building

**-Keep doors & windows closed for heating and air conditioning to work properly-**

## **When finished with facility:**

1. Remove all decorations and concession items by **midnight**.
2. Wipe off countertops, sinks, tables, and chairs
3. Sweep and mop floors.
4. Stack all tables and chairs in storage rooms.
5. Take all trash (including restroom trash) to the dumpster.
6. Flush all toilets and urinals and turn off lights.
7. Lock all windows and doors, including slide bolts on deck doors.
8. Return keys the next business day following rental.

**Thank you for your cooperation!**

