

Use of Social Room, Board Room and Catering Kitchen-

Lights in the social room- are located behind the right side of the double door that faces the mailroom. There are also light switches that are located in the backsplash on the left side of the bar for the pendant lights.

The Board Room lights can be found behind the left side of the double doors (if you are facing them).

Double doors- doors to the social room and board room are kept open by hooks in the floor and must be manually disengaged to shut the doors. Doors to outside will automatically lock behind you. You must have a key fob to re-enter.

Cable TV- boxes are located in the cabinet beneath TVs. Please open doors to cabinet to turn on cable box using remote control pointed at box. Make sure you hit cable mode on remote and then change channels with remote.

Try to encourage guests to use cocktail napkins or coasters on the Onyx bars.

At the end of the event:

If the social room has been reserved, we will have left a vacuum behind the right side door in the card room and additional trash cans outside. Trash bags can be found in cabinet under sink.

Any dirty dishes or glasses must be loaded into dishwasher and cycle must be run. Soap can be found under sink located to the left of dishwasher.

There is dish soap, sponges and a drain board under the sink for items that won't fit in the dish washer.

All food must be removed or stored. Any food left in the common area refrigerator must be wrapped and removed the next morning.

Please leave the ac set at 76 degrees at the end of the night, and make sure that room is in the same condition it was in when you entered. (TVs and CD player are off, pool table neat.) Please make sure the lights are turned off. Night lights are marked and should remain on at all times. All cleaning is responsibility of the user, not the building.

All trash must be removed from lobby level (trash chutes are located on either side of lobby and glass can be left in bags near recycle containers).

Should there be anything spilled on the carpet, please pretreat the carpet immediately with spot cleaner found under the sink in the social room.

Please make sure all countertops are wiped clean and all carpets are vacuumed.