

# **Memorial Building Policies**

*\*Renters must see that all of the following are done in order to get any deposits back\**

1. Sweep the floors, as well as, mop up any spills.
2. Empty trash.
3. Place chairs neatly in racks.
4. All gray padded chairs are to stay upstairs. If for any reason they are taken downstairs they must be returned before leaving.
5. All round tables are to stay upstairs. Any taken downstairs must be returned before leaving.
6. Seven long tables are to remain upstairs; any extra tables from downstairs are to be taken back before leaving.