

Feyerabend Building – Rental Rules to Know

Facility needs to be left clean and tidy...how you found it!

- Rental deposit will **NOT** be returned, if these rules are not followed.
- Unlock Door/Crash Bar – Upon entering front door, there is a hex key hanging on the door handle. To unlock, while holding in crash bar on door, insert hex key in hole on crash bar and turn right until it clicks. The crash bar will stay in, and the door will be unlocked. To lock the door when exiting, insert hex key, while holding crash bar in, turn to left so the crash bar pops out.
- Trash – tie up and leave in can.
- Wipe down tables & chairs after use.
- Fold tables & stack chairs after use, as pictured on wall.
- Dust mop (sweep) floor.
- Mop up any spills created.
- Clean out fridge, if used.
- Clean-up kitchen.
- Do not hang anything on walls, ceiling, etc!
- Do not prop the doors open.
- Turn thermostat back heat to 55* (in winter) and air to 80* (in summer).
- Check restrooms and flush toilets/urinals.
- Double check all doors are secured (locked) before leaving, even emergency exit doors!
- Turn lights off and do not forget the bathroom lights too!
- SMOKING IS **NOT** PERMITTED IN ANY CITY FACILITY!
- ALCOHOL IS **NOT** PERMITTED IN ANY CITY FACILITY/PARK!

IMPORTANT PHONE NUMBERS:

Fire Dept. - 911

Police Dept. - 498-2131