



Hall Rental Instructions

We are so glad to share Haven Place with you! Thank you for supporting Haven Place by renting our facility. Here are some instructions on using Haven Place.

Please do not allow children to play with musical instruments or sound equipment. Do not allow children in the Cafe' or back kitchen,

No people allowed in storage areas or office.

When setting up the hall please be mindful of our new floors. Do not slide tables, do not pull chair storage cart into hall.

Please clean up after the event.

All cleaning supply's, Vacuum, Brooms, garbage bags are located in the Kitchen.

Empty all trash cans, including bathrooms. Put trash in front of Kitchen door.

Clean up any spills. Wipe off counters. Wipe down bathroom sink areas.

Vacuum all carpeting. Sweep Hall. Mop with swifter mop only where needed. Clean carpet where items are spilled or dropped.

Wipe down tables and chairs and put in original storage area. Please stack chairs correctly on cart.

Kitchen should be in the same condition as when you came in.

When leaving building, make sure all doors are locked.

Turn off lights by front and side entrance.

As you leave out the back door with the awning, turn breaker switches off. (They are painted white). Lock bottom lock and shut door.

Any donation please place them in the office on my desk. Thank you!!

If these conditions are not met, or any damage occurs a \$50 fee will be charged.

Thank you again for using Haven Place! Blessings. If you have any questions or concerns please call Tina at 586-484-8540.