

## **Welcome to Art's Place**

Thank you for your business. You are expected to return the space to its original condition. Please read through the following.

### **Check-in**

1. The lights for The Shop, Glassroom, and Mezzanine are located as you enter the North door to the left. Please only turn on the lights and fans for the specific room(s) you have rented. Please look closely, they are labeled.
2. The Show Room lights are located on the wall to the right of the room entrance. There is an additional light switch to the left of the bookcase for uplighting the Paint and Wall-Paper sign.
3. The light behind the plastic protector (Showroom light panel) is for our Art's Place neon sign located on the front of the building. Please feel free to turn on if you have an evening event, it will only light up at night as it has a sensor to save electricity.
4. If you have rented the kitchen the lights are located on the wall to the left of the Employee Only Entrance door.
5. The North door opens to a 90 degree angle. Please do not push it further.
6. You are provided with an additional garbage bag and recycling bag. Both are located in the bottom of each can. Please replace them after you take out your garbage.
7. Please be mindful of the spaces that are not rented for your event. We like to keep the doors open so guests can look into the other spaces, but please do not go beyond the red stanchions as those rooms are clean and ready for the next event. Entering spaces you have not rented could result in a cleaning fee.
8. The garage door in The Shop is only to be opened if previously arranged when adding on our patio upgrade. The air conditioning/heat will be turned off if opened. Please keep in mind that opening it could result in flies & bees in your event.
9. Our WiFi is ArtsPlaceGuest and our password is Welcome!
10. If you need us to adjust the temperature, please call either of us. We can do this remotely.
11. Please inquire if you require smoking buckets.

### **Check-out**

1. Please clean up all garbage from tables and your personal belongings.
2. Any leftover ice can be dumped into the parking lot to melt overnight. Please do not dump in front of the door and please do not use The Shop sink as a dump sink.
3. Please take all garbage and recycling to the dumpsters located behind the wooden fence North of the building. Be mindful which dumpster is which as they are labeled.
4. All cardboard being recycled must be broken down to be completely flat.
5. Please sweep up excessive mess and wipe up spills. There are mops and brooms located in the closets of The Shop and The Show Room.
6. Please check outside the building for additional drink cups or garbage that guests may have brought outside.
7. Please check the deadbolt on the Employee Entrance door near the kitchen is locked.
8. If you have rented the kitchen please check off the cleaning list located on the refrigerator.
9. Please turn off all lights, including the outdoor lights and the neon sign.
10. When leaving please press the lock button on the north door. A blue checkmark will light up if it is locked. If it flashed red and beeps multiple times it means the door is not pushed in far enough. Please apply light pressure to secure the door and try again.
11. If any decor or linens were rented from Compass Occasions please do not remove or handle any of those rented items.
12. You are not responsible for cleaning the bathrooms or removing those garbages.
13. If you move the furniture, you are required to return it to its original location. Fee starts at \$100 for resetting the room.
14. Under no circumstances are guests or vendors permitted to enter the basement. If guests are found to have entered this space there is a fee starting at \$300.

If you have an emergency during your event or have any issues locking up please contact either:

Kayla Zuidema: 320-583-1604 or Valerie Mackenthun: 715-338-5862