



# OPEN HOUSE

## **As You Depart...Please be thoughtful**

**Call Beth Medved Waller with questions: 540-671-6145**

### **TRASH**

If there was excess trash created during your event, please consolidate it all into one of the big trash cans and dispose of it in the back dumpster behind the building on the Daily Grind side (please check all trash cans including bathroom).

### **FURNITURE**

If there was a need to move furniture around (which is encouraged to make the space as comfortable as possible for your event) please be kind and return everything back to its original position.

### **DAMAGE**

Please call/text Beth or leave a note if something is damaged or broken during your event. This is a free space and it's hard to come in to find the space with damaged items, dirty and not in the original position.

### **LIGHTS**

Lights are located at the front door and another set of 4 switches are located inside the conference room to the left of the breaker box. (behind artificial tree). Please feel free to turn them all on during your time at Open House. Please turn them all out again when you leave. There are also lights over the picture displays.



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## TEMPERATURE

Prior to departure, please be sure to return the temperature setting to 65 degrees in the winter and 73 in the summer.

Please be sure to lock both the front door and the back door securely as you depart.

If your event is ending after 9pm, please ask Beth about the location of the Middle of Main rear door key.

**NEVER REMOVE KEY FROM LOCKBOX OR THE NEXT GUESTS WILL BE LOCKED OUT!**

# Thank you!

Please spread the word about this space and let me know if you would benefit from a video to help spread awareness about your cause, event or organization,

Beth