

### General Rules for House, Room, Art Room Rentals

- Empty all trash cans, dispose of bags in the dumpster and place a clean liner in the can(s).
- Make sure all bathrooms have toilet paper, trash cans emptied, toilets flushed, and sinks cleaned.
  - Sweep floors with broom or vacuum
  - Replace all furniture moved for event
- Replace all artwork removed from walls or in displays
- Make sure all doors are locked ( 2 locks on front door, side door dead bolt, back room handle)
  - Make sure during summer months ~ air conditioner is turned off or up to 80 degrees
    - Make sure during the winter months ~ heat is turned down to 55 degrees
- Make sure you turn off all lights (foyer and stairwell light switch is by the closet door) Turn the breaker switch off.

### NOTE FOR ART INSTRUCTORS USING PAINT

If painting in hour or outside for art class, make sure all wet paint is cleaned up off the floors, sinks, vanities, chairs etc. Tables must be covered with a table cloth designated for painting. No paint is to be disposed of/brushes washed in any other sink other than the utility sink in the back. Wipe off any chairs that may have paint on them. If you are using MAL paint, you will need to include a \$1.00/person charge for paint on top of your 15% fee. If you are providing your own paint, the \$1.00 fee does not apply.

### Kitchen Area

- All dirty dishes cleaned & put away or RINSED and placed in the dishwasher
  - Counters need cleaned/wiped down
- Coffee pots and other items used from the kitchen must be cleaned and put back in the closet
  - If there are left over wine bottles, they MAY NOT be left at The Houston House.

### Art Room

- Art Room is not to be used for storage. All supplies must be put away in their correct places.

### Cleaning Fees

A \$25 per hour cleaning fee is available by request.

If area is not cleaned per guidelines, a \$25.00 per hour charge will be charged to the artist/instructor.

Thank you for your cooperation,

The Marysville Art League Board of Trustees

\*\*Non-compliance with these rules can result in loss of deposit, and or loss of ability to use/rent the house in the future.

Effective Date 3/15/2016