



UNITED INDIANS
OF ALL TRIBES FOUNDATION

Event Rental Guide



**UNITED INDIANS
OF ALL TRIBES FOUNDATION**

Daybreak Star | 5011 Bernie Whitebear Way | Seattle
WA 98199

Rental Coordinator: 206-600-1428
events@unitedindians.org

<http://www.unitedindians.org/eventrental/>

Daybreak Park and Event Center is located in Discovery Park in Magnolia, Wa. Daybreak Star Event Center makes for a lovely and reasonably priced venue for special ceremonies or celebrations including but not limited to birthday parties, weddings, reunions, business summits, yoga workshops, ceremonies, picnics, spiritual gatherings and more. Surround your event with the unspoiled beauty of nature and breathtaking views of the Salish sea right in the heart of Seattle. We strongly recommend that you schedule a tour of our facilities with our Rental Coordinator at 206-600-1428 before you choose our space.

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INDOOR RENTAL PRICING

January 1, 2024 - December 31, 2024 (*All prices subject to change without notice)

Hourly rates available: 4hr rental minimum

	Hours	\$/Hour	Total		Non-Profit
Lounge Rates	5	\$75.00	\$375.00	80%	\$300.00
Kitchen Rates	5	\$50.00	\$250.00	80%	\$200.00
Standard Rates (Weekday)	5	\$300.00	\$1,500.00	80%	\$1,200.00
Normal Rates (Weekend)	5	\$400.00	\$2,000.00	80%	\$1,600.00
Summer Rates (Weekday)	5	\$400.00	\$2,000.00	80%	\$1,600.00
Summer Rates (Weekend)	5	\$500.00	\$2,500.00	80%	\$2,000.00
Holiday Rates (Weekday)	5	\$400.00	\$2,000.00	80%	\$1,600.00
Holiday Rates (Weekend)	5	\$500.00	\$2,500.00	80%	\$2,000.00

(Up to 25 tables included in base rental price)



ADDITIONAL COSTS

(Up to 25 tables included in base rental price)

WHAT	HOW MANY	COST
72 inch rounds	25 max	\$10 each
60 inch rounds	9 max	\$10 each
3ft Round High top tables	7 max	\$10 each
8ft long tables	25 max	\$1 each
6ft long tables	10 max	\$10 each
Table Clothes	Black	\$10 each
Salmon Pit	1	\$100 Total
Additional hours	1 minimum	Hours x hourly rate
Sound system (1 wireless microphones & 2 speakers)	1	Included
Lecturn	1	\$100
Kitchen/Walk in Fridge	1	\$50/hr for entire event
Walk in Fridge ONLY	1	\$100 total
Projector / Screen	1	\$50
Portable Stage (4x4 section)	Default tile	\$25
Patio Heaters	3	\$85 each
10x20 Canopies	3	\$100 each

Organizations with a 501c3 status are eligible for a 15% discount with verification.



INDOOR RESERVATIONS

Rental applications are accepted at the Daybreak Star Indian Cultural Center M - F from 10am to 5pm via check and credit card. To pay with credit card we send an invoice to your email to pay online. (hours may vary).

Rental applications are considered on a first-paid, first-served basis and are subject to space availability.

All applications must be verified and approved by the Rental Coordinator. This person will be your main point of contact for all dealings related to your event leading up to the actual event. Please direct all inquiries and submit all appropriate payments and paperwork to this person.

Rental booking will not be finalized without a deposit payment. Your rental deposit fee is due 2 weeks before the event.

The deposit CAN go towards your rental fee, and CAN be returned via check by mail 3-14 days after your event as long as there is no damage, and the building is left in the same condition as when you arrived -OR- We CAN use the deposit amount from the total contracted amount via final invoice.

NOTE: You will not receive a reminder notice for your balance due.

Daybreak Star Indian Cultural center accepts cashier's checks, VISA and MasterCard as forms of payment.

Nonprofits may apply for a reduced rental fee.

For more information, please contact the Rental Coordinator.



INDOOR RENTAL INFORMATION

EVENT RENTAL TIME

The rental fee is set at an hourly rate with a 4 hour minimum which includes set up and clean up time, any additional time needed will be charged at the appropriate hourly rate. You must clean up and be out by 11PM unless otherwise agreed upon by the rental coordinator.

MAX ROOM CAPACITY

Lower level: 250 sitting down, 300 standing up. Lounge: 15 sitting down, 20 standing up.

CANCELLATION

Cancellation of room rentals will result in a non-refundable deposit. To cancel a room reservation, you MUST provide us with the following: (1) Written notification indicating your cancellation, (2) Applicant name (as it appears on rental application form).

INDOOR TIME OPTIONS

Time options: 8am - 11pm

STAFF CHARGES

A staff person must be in the building at all times. The staff fee is included in your base rental fee for 1 staff member onsite. Additional staff will result in a fee of 30\$/hr for each hour you are in the building.

FREE PARKING

Free Parking next to the building is limited, with 40 spaces adjacent to the building. Additionally, there is plenty of parking on the road leading up to Daybreak Star and there is also additional public parking at the Discovery Park North Parking lot.



PRE-EVENT

ROOM SET UP

The building is available for you to decorate and set-up the day of the event. Please coordinate set up time with the Rental Coordinator. If you plan on using our tables and chairs, a floor plan for the set-up of your tables/chairs must be completed with the Rental Coordinator two weeks prior to the event so we can have them ready when you arrive.

CHECK IN PRIOR TO YOUR EVENT

For your convenience and safety, there is ALWAYS a staff person on duty during your event. Upon arrival you must immediately check-in with the person on staff. At this time, please ask our staff to conduct a pre-event room inspection. This service is helpful to note any pre-existing room condition so that you are not held accountable for after the event ends. Pre-event room inspections will not be conducted if you have already begun your set-up. If you will not be on site for the clean-up at the conclusion of your event, the person responsible for clean-up is required to also be at the pre-event room inspection.

DELIVERIES AND STORAGE

We have easy access for loading and unloading at the venue. All items brought must be taken with you, including all food in the refrigerator and freezer. Renter must remove all decorations. Equipment may not be left in the building after the event. A \$250 per day fee will be charged for items left in the building. Food left in the fridge / freezer and leaving the kitchen uncleaned results in a \$150 cleaning fee. Your deposit refund will depend on clean-up of facility. Daybreak Star Indian Cultural Center is not responsible for items left, lost or stolen.



INDOOR AREAS

KITCHEN

Cooking is not allowed. Kitchen space is insufficient for cooking or storing large amounts of food. Use of the stove and oven are permitted for warming only. Renters are not allowed to use the dishwasher. Kitchen must be cleaned and returned to the state it was found in to receive a deposit back. Do not dump any grease or food down the drains. \$50 will be deducted from the deposit if the kitchen is not properly cleaned.

BALLROOM

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

LOUNGE ROOM

The lounge is available for rental (15 people sitting down). It has a kitchenette, which includes fridge, stove and sink and microwave. 4 tables and 20 chairs are available. Payment is due in full at time of reservation and is non-refundable if canceled.

EQUIPMENT INCLUDED IN THE BALLROOM

250 chairs and 25 tables come with the rental fee at no extra charge. 40 free parking spaces. Use of microphone and indoor speakers.



INDOOR CLEAN UP

CLEANING THE FACILITY

You will have 1 hr. to clean up after your event unless additional time is booked. You must be cleaned up and out by 11PM. The building and surrounding area should be left in the same condition as when you arrived. All items brought with you must be taken with you, including all food in the refrigerator. Renter must remove all decorations. A \$250 per day fee will be charged if equipment is left in the building. The rental applicant is responsible for cleaning the room(s) in accordance with the DBS Rental Clean-Up Checklist located at the back of this packet. Cleaning supplies are available by contacting the staff person on duty. To help ensure the return of your damage deposit, please have the staff person complete a post-event inspection at the conclusion of the rental. Failure to follow the DBS Rental Clean-Up Checklist may result in forfeiture of the damage deposit and additional charges and could also result in denial of future rental usage. Any cleaning and/or repairs that require staff time and/or materials will result in additional fees and staff/material costs deducted from the damage deposit and/or charged to the rental group. Deposit refund will depend on clean-up and final inspection notes from the pre & post event walkthrough. Daybreak Star Indian Cultural Center is not responsible for items left, lost or stolen.



OUTDOOR RENTAL PRICING

May 01, 2024- September 30, 2024 (*All prices subject to change without notice)
 Please remember that parks belong to everyone, and we don't allow roping off or otherwise isolating areas from general public use.

RENTAL PRICING

RENTAL AREA	SITE CAPACITY	SECURITY FEE	FULL PAYMENT DUE	ATTENDANT FEE	MON-	FRI-DAY-SUNDAY
UPPER FIELD	300	50% of rental at time of booking	2 weeks before event	\$25 per hour	\$250 per hour *	\$300 per hour*

ADDITIONAL COSTS

WHAT	HOW MANY	COST
UPPER FIELD LIGHT AND ELECTRICITY FEE	All	\$100 per hour



OUTDOOR RESERVATIONS

The upper field behind Daybreak Star is available for rental.

Arrangements/restrictions for outside events must be approved in advance of rental.

Rental applications are accepted at the Daybreak Star Indian Cultural Center M - F from 10am to 5pm via debit, credit and check (hours may vary).

To make your payment via credit card we can send an invoice to your email to pay online.

Rental applications are considered on a first-paid, first-served basis and are subject to space availability.

All applications must be verified and approved by the Rental Coordinator. This person will be your main point of contact for all dealings related to your event leading up to the actual event. Please direct all inquiries and submit all appropriate payments and paperwork to this person.

Rental booking will not be finalized without a deposit payment. Your security deposit / rental fee is due 2 weeks before the event.

The deposit CAN be returned after the event as long as there is no damage, and the building is left in the same condition as when you arrived -OR- We CAN remove the deposit amount from the total contract via final invoice.

NOTE: You will not receive a reminder notice for your balance due.

Daybreak Star Indian Cultural center accepts cashier's checks, VISA and MasterCard as forms of payment.

Nonprofits may apply for a reduced rental fee.

For more information, please contact the Rental Coordinator.



OUTDOOR RENTAL INFORMATION

OUTDOOR TIME OPTIONS

Time options: 8am - 7pm

EVENT RENTAL TIME

The rental fee is set at an hourly rate with a 4 hour minimum which includes set up and clean up time, any additional time needed will be charged at the hourly fee per hour for the upper field. You must clean up and be out by 11PM.

Outdoor: All events are a two hour minimum and five hours maximum.

CANCELLATION

Cancellation of space rentals will result in a non-refundable deposit. To cancel a reservation, you MUST provide us with the following: (1) Written notification indicating your cancellation, (2) Applicant name (as it appears on rental application form).

MAX OUTDOOR CAPACITY

site capacity: 300 people

STAFF CHARGES

A staff person must be in the building at all times. The staff fee is included in your base rental fee for 1 staff member onsite. Additional staff will result in a fee of 30\$/hr for each hour you are in the building.



AMENITIES

OUTDOOR RESROOMS

Restrooms are not available without the rental of Daybreak Star Building. There are public Discovery Park restrooms at the lower park (8 minute walk). We can facilitate the rental of outdoor Hygiene stations including Sanicans and handwashing sinks if needed.

ELECTRICITY AND WATER

Minimal electricity is available, and water is available inside of Daybreak Star if you are renting the building (water not available on weekends if you have not rented Daybreak Star).

SOUND ORDINANCE

Non-amplified acoustic music is allowed (must follow the City of Seattle noise code).

ENVIORMENTAL CONSIDERATIONS

Please don't harm the land or trees while staging your decorations. Please no stakes into the ground, nails in trees, confetti, rice or seeds, no fake flower pedals (try REAL flower petals instead!) Canopies must be free weighted.

FREE PARKING

Free Parking next to the building is limited, with 40 spaces adjacent to the building. Additionally, there is plenty of parking on the road leading up to Daybreak Star. There is also additional public parking at the Discovery Park North Parking lot.

ADDITIONAL NOTES

Daybreak Star tables are not allowed outdoors. We have 16 8ft tables available for outdoor use; extension cords are not provided. If you want to rent the grassy area directly across the street from Daybreak Star, please contact Discovery Park at (206) 386-4236. As that is park property.



PRE-EVENT

SET UP

The building is available for you to decorate and set-up the day of the event. Please coordinate set up time with the Rental Coordinator. If you plan on using our tables and chairs, a floor plan for the set-up of your tables/chairs must be completed with the Rental Coordinator two weeks prior to the event so we can have them ready when you arrive.

DELIVERIES AND STORAGE

We have easy access for loading and unloading at the venue. All items brought must be taken with you, including all food in the refrigerator and freezer. Renter must remove all decorations. Equipment may not be left in the building after the event. A \$250 per day fee will be charged for items left in the building. Food left in the fridge / freezer and leaving the kitchen uncleaned results in a \$150 cleaning fee. Your deposit refund will depend on clean-up of facility. Daybreak Star Indian Cultural Center is not responsible for items left, lost or stolen.

CHECK IN PRIOR TO YOUR EVENT

For your convenience and safety, there is ALWAYS a staff person on duty during your event. Upon arrival you must immediately check-in with the person on staff. At this time, please ask our staff to conduct a pre-event room inspection. This service is helpful to note any pre-existing room condition so that you are not held accountable for after the event ends. Pre-event room inspections will not be conducted if you have already begun your set-up. If you will not be on site for the clean-up at the conclusion of your event, the person responsible for clean-up is required to also be at the pre-event room inspection.



OUTDOOR CLEAN UP

CLEANING THE GROUNDS

If you scatter flower petals please pick them up.
(Fake flower petals are prohibited)

You will have 1 hour to clean up after your event. You must be cleaned up and out by 7PM. Unless otherwise agreed upon with the rental coordinator. The building and surrounding area should be left in the same condition as when you arrived. All items brought with you must be taken with you, including all food in the refrigerator or it will result in a \$150 cleaning fee. Renter must remove all decorations. A \$250 per day fee will be charged if equipment is left in the building. The rental applicant is responsible for cleaning the room(s) in accordance with the DBS Rental Clean-Up Checklist located at the back of this packet. Cleaning supplies are available by contacting the staff person on duty. To help ensure the return of your damage deposit, please have the staff person complete a post-event inspection at the conclusion of the rental. Failure to follow the DBS Rental Clean-Up Checklist may result in forfeiture of the damage deposit and additional charges and could also result in denial of future rental usage. Any cleaning and/or repairs that require staff time and/or materials will result in additional fees and staff/material costs deducted from the damage deposit and/or charged to the rental group. Deposit refund will depend on clean-up and final inspection notes from the pre & post event walkthrough. Daybreak Star Indian Cultural Center is not responsible for items left, lost or stolen.



ADDITIONAL SERVICES

EQUIPMENT INCLUDED IN RENTALS

25 tables and 250 chairs are provided with your rental fee. At additional cost, you may rent our additional tables for \$15 each. We have a total of 25- 72" and 9 - 60" round tables, 7 - 30" round bar height (43.75") each, 12 - 6ft (72"x30"), 3 - 4ft tables (48"x24"). The renter is responsible for the cost of renting any additional tables or chairs needed. Rental items are set-up by the renter.

BARBECUES

Use of the salmon pit is allowed at an additional fee of \$100. The use of barbecues is restricted to the salmon bake area immediately adjacent to the patio. DO NOT use barbecues on the cement/paved area. The only types of barbecues that are permitted are the home-type, kettle-style or propane-style barbecues. The use of a commercial-style barbecue is not allowed. The rental applicant will be held responsible for any and all damage in relation to the use of a barbecue.

CATERING

We do NOT offer Daybreak Star Catering Service at this time, however please review the list of Native owned and operated caterers attached to this form that we highly recommend. You can also select an outside caterer of your choice. Food must be cooked and prepared off-site and delivered. The caterer is responsible for bringing any items needed for food service. The caterer must provide a certificate of liability insurance. Daybreak Star does not provide equipment or serving utensils. Caterer must be insured. Caterer must provide a liquor license for serving alcohol. If you plan to have alcohol at your event, you will need a banquet license. please see the alcohol policy on page 21 for more information. Food Trucks are allowed and can park only on the gravel in front of Daybreak Star, NOT on the grass.

SALMON PIT

Use of the salmon pit is allowed at an additional fee of \$100. You must provide your own wood preferably Alderwood and/or bbq briquettes. The space must be cleaned and returned to the same state as it was upon arrival to ensure 100% return of your damage deposit.



REQUIRMENTS

EVENT INSURANCE

We do require private event insurance to be looked into / purchased by our clients if needed for your type of event. You can find all info for your event type and what type of coverage you may need through The Event Helper: theeventhelper.com

Special events, corporate hosted functions, and other events are required to carry insurance naming the United Indians of All Tribes as an additional insured. Special Event Liability insurance coverage with limits of not less than \$1,000,000 per occurrence, \$2,000,000 General Aggregate, on a combined single limit basis. The liability insurance document can be obtained through homeowners, renters, or corporate/nonprofit insurance. You can call your insurance agent and send them the exact paragraph in the contract that discusses insurance and they should be able to get the certificate for you. For companies and nonprofits this is usually no additional fee. You can always use companies like <http://www.wedsafe.com> too. Please remember to make sure it has the proper wording and is for the appropriate coverage limits (see your contract for specifics).



DAMAGE DEPOSIT

A holding/damage deposit is required at the time of booking. The deposit is non-refundable due to cancellation. The deposit is separate from the rental fee. Deposits are refunded within 4-6 weeks following the event or added as a credit to the final invoice, if the building is in the same condition as when you arrived. The building rental fee is due two weeks prior to the event. Payment is by cashier's check, check (if reserved more than 2 weeks in advance), or Credit Card. Prices are subject to change without notice. If the deposit is paid via Credit Card, the bank fee for charging a credit card will be deducted from the deposit upon return. Please refer to the Rental Fee Sheet in the front of the Rental Information Packet for specific fees and damage deposit amounts. Damage deposits are 100% refundable as long as the following conditions are met:

1. The room, kitchen, bathrooms etc. (including outside) are left in a clean and orderly manner as stated in the DBS Rental Clean-up Checklist (on last page).
2. Use of the room does not exceed the scheduled time.
3. All equipment used is accounted for, undamaged and returned in the state it was found.
4. Additional staff time is not required as part of the rental.
5. Damage to the building has not occurred.
6. Elevator Lift was not damaged
7. All rules/guidelines governing alcohol consumption as stated on the Alcohol Policy (page 4) are met.
8. All rules/guidelines governing rental usage of the Daybreak Star Indian Cultural Center are met.

If these conditions are not met to the satisfaction of staff per these guidelines and others listed within this packet and accompanying documents, an appropriate fee will be deducted from the damage deposit. If you exceed the time reserved, you will be charged for the additional time and/or it may be deducted from the damage deposit. Minimum charge is 1 hour. If necessary, the rental applicant will be charged to cover any additional costs. Please allow at least 4 - 6 weeks for the damage deposit to be returned.



ANTI-DISCRIMINATION

As a matter of policy, United Indians of All Tribes Foundation does not discriminate on the basis of race, color, sex, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, or presence of any sensory, mental or physical handicap.

We will do our best at your request to accommodate access for people with disabilities. As of 3/1/23 we have installed an elevator and other ADA compliant installations.



POLICIES

ALCOHOL

Alcohol is permitted inside the building only with a Banquet Permit purchased through the Washington State Liquor Control Board at a State Liquor store. We must have the original copy 2 weeks prior to the event. The Liquor Control Board uses an online application system for citizens to apply for banquet permits. Banquet permits are to be purchased for events where liquor will be served that are not business or promotional, but instead invite-only gatherings such as weddings, company banquets, retirement parties, and club, organization or church events. Banquet permits are available to for-profit businesses, societies, organizations, and individuals. Retail liquor businesses may not use banquet permits. Liquor is to be free of charge or brought to the event by those invited. More information here:
<http://liq.wa.gov/licensing/get-your-banquet-permit-online>.

PETS

Dogs on a leash are allowed as long as you clean up after them and dispose of the waste at your private residence.

PHOTOGRAPHY

Photos are allowed during your booked park time. If you wish to take photos at another time indoors, please contact the office and arrange such times for an additional \$25 per hour. *Please ask permission to take photos of people, art, traditional items, cultural dances, regalia and ceremonies.*



MISCELLANEOUS

GALLERY

ART GALLERY - Our Sacred Circle Gallery will be open for your guests from 10am-5pm unless stated otherwise. Food or drink are prohibited in the upper level. The sacred circle gallery showcases an impressive permanent collection, as well as quarterly rotating gallery.

SMOKING

Daybreak Star Indian Cultural Center is a tobacco and drug free facility. Smoking, chewing, etc. is prohibited inside the Cultural Center and within 25 ft. of any entrance, including e-cigarettes and vape pens. Please use the provided receptacles for proper disposal of cigarettes. The rental applicant is responsible for cleaning area of debris as a result of tobacco use associated with their event. Please see FAQ's for Seattle Parks smoking ban for more information <http://www.seattle.gov/parks/smokingban/files/smokingbanfaq.pdf>.

DECORATIONS

Decorations are permitted, but must be put up only with painter's tape. Nails, tacks or screws are not allowed. The renter must remove all decorations. No glitter, confetti or fake rose petals may be used. Real, organic rose petals are permitted. Artwork may not be taken off the walls. Do not place wet items on the hardwood floors, such as ice.

FIREWORKS

All fireworks (including but not limited to sparklers, firecrackers, bottle rockets) are illegal in the City of Seattle. Use of fireworks at the Cultural Center may result in the immediate shut down of event, forfeiture of the damage deposit, and/or a fine from the Seattle Fire Department.



FAQS

- **What is the capacity limit in the lower level?**
250 sitting 300 standing
- **What is the capacity limit in the lounge?**
15 sitting 20 stand up
- **What do you need to reserve the date?**
We reserve the space on a first come first serve basis, in order to lock in your date you will need to pay the deposit and submit a signed use agreement with the rental coordinator.
- **What is the your cancellation policy?**
Security deposits are non-refundable if you cancel, non-transferable.
- **How much is the rental minimum?**
The rental fee is an hourly fee with a 4 hour minimum. 25 banquet size table, up to 250 chairs, outdoor patios, and free parking. The rental time includes set and clean up.
- **Can I reserve the space for more than 4 hours?**
Yes, you can purchase up to 6 more hours for the lower level or for the lounge use.
- **Do we need a permit to serve alcohol?**
Yes, you need to purchase a Banquet Permit, they cost \$10 and can be found at <https://lcb.wa.gov/licensing/online-banquet-permit>
- **Can alcohol be taken outside?**
Yes, as long as you stay on our property outside on patios.



- **Can we set up across the street?**

This is park property. You can book the space through discovery park at (206) 386-4236
Chairs are not allowed

Our speaker system is not allowed across the street
- **What come with Sound System Rental?**

2 speakers. Soundboard that can connect to bluetooth. , 2 wireless microphones
- **Can we move the system outside?**

No, it can only stay inside, it is not portable
- **Do you set up tables and chairs for us?**

Yes, if you are using our tables and chairs, we will set them up for you. We need you to create the floor plan and submit 2 weeks prior to event.
- **What is my responsibility for clean up after event?**

Please see clean-up checklist on the last page of the rental guidelines
- **Do we have to take out our own trash?**

No, our staff will take trash out for you. We provide garbage bags and bins as well as recycle and compost.
- **Do you have catering?**

No we do not provide catering, at this time however we can provide catering recommendations.
- **Can we use the Salmon BBQ pit?**

Yes, you can. It is an additional \$100/hr. You MUST provide your own firewood, preferably alder and clean the space afterwards



CLEANING CHECKLIST

ROOM

- Clean all counters, chairs, and tables with disinfectant spray and clean towels supplies obtained by DBS staff.
- Remove all decorations.
- Leave round tables in place; rectangular - fold and lean on wall.
- Sweep entire floor with duster and dispose into garbage.
- Mop up all spills (hot water only) and remove any streak marks left on floor.
- Place garbage in garbage cans. Extra bags may be obtained from DBS staff.
- Return all equipment and cleaning supplies to staff.

KITCHEN

- Turn off oven and stove.
- Remove food from all appliances (refrigerator and freezer)
- Wipe down all surfaces with disinfectant spray and clean towel.
- Clean all equipment including refrigerator/freezer, stove, and oven (inside and out).
- Sweep entire floor and dispose into garbage.
- Mop up all spills on floor (hot water only).
- Place garbage in garbage cans. Extra bags may be obtained from DBS staff.
- Return all equipment and cleaning supplies to staff.

HALLWAYS, PATIOS, RESTROOMS, ETC.

- Pick up all trash (including cigarette butts and gum) and place in garbage cans. Extra bags may be obtained from DBS staff.



STAFF RESPONSIBILITIES

Our staff is here to assist you with the following:

- Conduct a pre-event room inspection for cleanliness and damage.
- Inform your group of miscellaneous information.
- Enforce rules and regulation.
- Provide clean-up supplies for your group.
- Move chair and folded tables to storage area.
- Conduct post-event room inspection for cleanliness and damage.

Any damage, unreturned equipment, uncleaned areas, or additional time may result in forfeiture of a portion or all your damage deposit and/or denial of future rental use.