

*Failure to abide by the following during your rental will result in the full forfeiture of your cleaning deposit.*

Initial each box to verify that you and/or your organization have read the full list of policies and procedures set forth in the Rush Center Facility Rental Policy Agreement. It is the responsibility of the renting party to ensure that all caterers, vendors, attendees, or affiliated parties adhere to these policies during your reservation timeline.

- I understand that there is **absolutely no parking in the alley** for loading/unloading / deliveries during this reservation at the Rush Center.
- I agree to **set-up and put away all tables and / or chairs** used during this reservation. *For everyone’s safety, please neatly stack all chairs and tables on their rolling dollies.*
- I agree to **abide by the set-up / decorating policies** set forth in the Facility Rental Policy Agreement.
- I agree to **complete the full list of cleaning policies** set forth in the Facility Rental Policy Agreement.
- I agree to **remove ALL trash** generated during my reservation. Trash bags must be taken outside to the dumpsters before leaving. This includes the waste bins located inside the restrooms, kitchen, and/or lobby.

Print First and Last Name:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Additional Notes:

**FACILITY EMERGENCY NUMBER: 470 – 231 – 6229**

[For any facility rentals taking place outside of our administrative office hours or on the weekends]