**Ballroom Rental Rules & Procedures**

*Welcome to the Wayne County Museum! Thank you for choosing us as your venue! Please read over these procedures as you set up and take down for your event.*

*General*

1. If a door says “STAFF ONLY,” **do not enter!!** This is for your safety and that of museum property. Anyone in violation of this rule may be asked to leave.
2. Tables and chairs are located in the room at the top of the stairs labeled “Restroom.” Use as many as you wish. All used tables must be returned to this room before leaving. Any chairs that do not fit on the dollies must be put into 5 rows of 5 chairs in front of the stage. Others can be stored (standing upright) under the thermostats.
3. If you have approval to use the stage, you may do so. If you have not been given approval, you are not allowed on the stage during your event.
4. Thermostats are only to be adjusted by the museum representative present at your event.
5. Under ***no circumstances*** is anyone allowed to touch or move exhibits or items in the exhibits. You will be asked to leave without question and without refund.

*Decorations*

1. Decorations may NOT be attached to walls under any circumstances. No tacks, tape, nails, etc. And damage will result in renter forfeiting Cover Fee.
2. The museum does not provide tablecloths, extension cords, scissors, etc.

*Clean-Up*

1. Broom and dustpan are in room with the upstairs restroom. Sweep the ballroom floor before leaving. Mop as needed.
2. Any trash must be picked up and the trash bags placed outside in the dumpster. Failure to dispose of trash properly will result in renter forfeiting Cover Fee.
3. All recycling must be separated from trash and put in the recycling bin located at the end of the handicap ramp. This is in accordance with city-wide recycling regulations.
4. Make sure all trash and recycling in the upstairs bathroom is also disposed of properly and that no mess is left behind.

***\*\*\*In the case of a fire, the fire exit is located beside the elevator. Fire extinguishers are labeled and located at each end of the ballroom. \*\*\****

Remember, this is a MUSEUM. Treat it respectfully at all times.

If you have any questions or need assistance during your event, ***please ask the museum representative for help***. They are here to help you in any way possible. *Thank you!*