

# DMB Neighborhood Center Facility Rules

## **RULES:**

- Alcohol and smoking are prohibited.
- Rental is only for the first floor which includes the kitchen, bathrooms and event hall space.
- Facility should be returned to the same condition as when you arrived. If you find the facility in disorder or unclean, notify the Village of Windsor at [customerservice@windsorwi.gov](mailto:customerservice@windsorwi.gov) or 608-888-0066.
- The use of nails, tacks, push pins, etc. is prohibited.
- Tape and other products with a sticky adhesive backing shall not be used to hang decorations to the fixtures, walls or other painted surfaces.
- Tape is only allowed on chairs and tables; however, you must fully remove the tape before you leave.

## **CLEAN-UP PROCEDURES:**

### **KITCHEN:**

- Microwave cleaned inside and outside.
- Counters wiped clean.
- Refrigerator cleared of all items brought and wiped clean.
- Utensils and small appliances cleaned and returned to their proper location.
- Floor swept clean.
- Garbage bundled and placed in carts by back door. If you have more than one bag of garbage following your rental, please haul away any additional bags to allow room for others to utilize the carts.
- New trash liners placed in the garbage receptacles.

### **EVENT HALL:**

- Decorations, including tape, removed from tables and/or chairs.
- Tables and chairs returned to their original stacked location.
- Floor swept clean.
- Thermostat settings returned, if changed.

### **RESTROOMS:**

- Sink and counter wiped clean.
- Floors swept clean.
- Garbage emptied.
- New trash liners placed in the garbage receptacles.

### **KEY RETURN (immediately following rental):**

Return key to drop box at Village of Windsor Municipal Building, 4084 Mueller Rd., DeForest, WI 53532. The drop box is on the right side of the front door.

**FRONT AND BACK DOORS MUST BE LOCKED WHEN DONE WITH RENTAL.**