

# WILLIAM WALKER BUILDING RULES

Thank you for renting the William Walker Building at Clarkson City Park. We are very proud of our new facility and are working very hard to keep it neat and clean. It is a joint effort with everyone including you. **When you rent our facility, you should find it very clean and you must leave it in that same condition.** We ask that everyone abide by these rules in an effort to preserve our building. This list of rules is also posted on the refrigerator.

No smoking inside the building or on the porch area.

All tables and chairs must stay inside the building at all times.

**No alcohol is allowed. No Pets are allowed.**

You may tie balloons to the porch posts but must be removed before you leave. Adjust the thermostat accordingly.

All garbage must be bagged and placed in the dumpster. Bags will be provided. Please do not pour punch out in the parking lot. The sticky gets tracked all over the building.

Brooms, dust pan, mop and mop bucket are provided. **Please sweep. We are not asking that you mop the room. Should you spill something, use ONLY water to clean it up. Please wash off all the tables.**

**Please check bathrooms. Make sure commodes are flushed, all water is not running, and lights are turned off. Also make sure that the thermostats on both mini-split units are adjusted back to the temperatures they were set on when you arrived.**

**When your event is over, please make sure all doors are locked, including the garage door.** You may put the key in the night deposit box on the front porch of the Clarkson City Hall & Community Center. Make sure that you push the key all the way through.

**We will inspect the room. If clean and no damages were found and the rules were followed, your deposit will be refunded.**

Should you have an emergency call/text 270-230-2324 or 270-230-6726. Someone will get back with you.

Thank you and we hope your event was memorable.

Thank You,  
Bonnie Henderson  
Mayor of Clarkson

**PLEASE CALL/TEXT 270-446-9603 WHEN YOU ARE LOCKING UP AFTER YOUR EVENT!!!**