



## Activity Building Guidelines

### Hours:

- Available daily for **events**; please observe **quiet hours** after **9 p.m.**, with the building closing at **11 p.m.**

### Handicap Access:

- A **ramp** is available for easy access to the building.

### Building Care:

- Kindly avoid **defacing the walls** or dragging furniture across the floors.

### Entry Code:

- An **entry code** is required for access and can be obtained from the **Operations Manager**.

### AC/Heat:

- For temperature adjustments, please contact the **Operations Manager**.

### Cleanup:

- The **applicant** is responsible for **trash removal** and restoring the building to its original condition.
- A **penalty fee** may be charged if the building is not properly cleaned.

### Lights & Doors:

- Please **turn off all lights** and ensure the **doors are locked** after your event.

### Alcohol:

- **Alcohol** is permitted only with a **special ABC permit**.
- Renters are responsible for **obtaining the necessary permit** and ensuring proper handling of alcohol.

### Animals:

- **No animals** are allowed in the building.

### Capacity:

- The building can accommodate up to **100 people**.

### Legal Activities:

- All activities must comply with the **law** and be deemed appropriate by the MLC.
- The MLC reserves the right to **terminate any event** that violates these guidelines.

### Need Assistance?

- For questions or help, please contact **Operations Manager, Gwen DeForge** at **(804) 725-6844**.

**Thank you for helping us maintain a positive environment at the building.**