

Madison County Livestock and Fair Association Building Use Rules

All building users are required to observe the following rules:

Jackson Building General Rules

Do **Not** hang anything from the ceiling, curtain, curtain track or lights.

Do **Not** fasten anything to the walls.

Do **Not** use nails, staples, thumb tacks, screws, glue, masking tape, or duct tape

Do **Not** lean any objects against the walls. All back-drops must be self standing.

Do **Not** bang tables carts and chairs into the doors.

Do **Not** use sound system for live music

NO Smoking in the building

Thermostats must remain set within one degree of each other to function properly

Check List before leaving building

Kitchen

- Empty oven, refrigerator and freezer and replace shelves if you have removed them.
- Clean stove, refrigerator and freezer (inside and out)
- Clean all counters
- Clean sinks (hand and dish sink)
- Clean up all spills on kitchen floor (Hand mop kitchen floor if necessary)
- Make sure you left nothing in the drawers, on shelves or on countertops
- Make sure all burners and oven are turned off and gas valve shut off behind stove
- Empty Trash –take trash to dumpster on south side of building and rinse out trash cans (please do not stack trash cans together so that they can dry)
- Make sure that kitchen door is shut tight.

Bathrooms

- Clean bathrooms
- Empty Trash – Empty all trash and disposal canisters and take to dumpster on south side of building.

Banquet Room, Corridor and Vestibules

- Put all tables and chairs away (stack chairs 12 high and 10 tables per cart)
- Empty Trash and take to dumpster on south side of building
- Close all windows and doors
- Sweep floor
- Tie back divider curtain if used.

Lock doors, turn out lights and leave keys on kitchen counter

Failure to obey these rules will forfeit your deposit