



# Rules for depot rental

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1. Room fee and cleanup refundable deposit must be paid by renter at time of reservation.
2. Refund check will be mailed to renter after room is deemed clean.
3. If there is any damage and it exceeds cleanup deposit, renter will pay additional charge.
4. Kegs outside - cans inside.
5. No smoking in building or on grounds between RR tracks and street.
6. Smoke allowed in street.
7. No drugs.
8. If alcohol is being served, a security guard must be hired by renter to be present on site until event is over.
9. No pets in building or grounds (except trained service dogs).
10. No nails/tacks driven into walls/brick no marking on walls.
11. No entering gift shop.
12. Depot is not responsible for any items left behind.
13. Renter must leave premise "broom clean" or in the condition in which they found premise when the doors were opened for them (depot has broom, mop, dust pan, trash bags).
14. All decorations, food, drink, and container products and all trash must be collected in plastic bags and removed from the premises the day of the event. If catered, caterer shall remove same.
15. Renter will not exceed maximum occupancy.
16. No glitter or confetti may be used.
17. No rice inside or out.
18. Sparklers outside only and cooled wire disposed in trash container inside depot.