



"SHARING GOD'S LOVE & SERVING OUR COMMUNITY"

Guest Group Guidelines and Information

Welcome to The Warehouse! We hope you enjoy using our facility.

Please ensure the following guidelines are communicated and followed:

- No alcohol, drugs, weapons, or dances are allowed in or outside of the building.
- Pets of any kind, roller blades, skateboards, and smoking/vaping are NOT allowed inside the building but are permissible outside on The Warehouse property.
- Please no food or beverages in the gym - only in the lobby area.
- Please no red or berry beverages as it permanently stains the carpet. If red stains are left on the carpet a \$25-\$45 fee will be charged, based on the size of the stain, for professional cleaning.
- We do not supply paper goods such as plates, cups, eating utensils, napkins, nor food, beverages or condiments.
- Due to health reasons shoes or socks must be worn at all times in the building.
- Gym rules: 1) Children must be monitored by someone 21 or older. 2) No throwing balls at the ceiling, doors, or stage/stage walls. 3) No drop-kicking balls at any time – balls can break the ceiling lights.
- You may move furniture to best fit your group's needs.
- Please only use painter's tape (provided) to hang decorations. Other tapes leave residue and can cause damage to walls and surfaces.

FOR YOUR USE:

Please let us know if you plan to use and/or need to know where any of the following are located.

Double Door Storage Room in Gym

- Twelve 60-inch round tables (seats 8 each)
- Two 8-foot rectangular tables (seats 8-10 each)
- Twelve 6-foot rectangular tables (seats 6-8)
- 96 maroon padded banquet chairs
- 175 metal chairs (1/2 are on a rack in the coat room off the lobby)

Kitchen

The kitchen is fully equipped with refrigerator, microwave, stove/oven, and two sinks. There is a chest freezer located on the wall to the left of the double gym doors.

Please do not use the food in the refrigerator or freezer.

- Double carafe coffee pot • Hot water kettle • Coffee percolator • Sugar packets
- 12 Coffee servers • 12 Clear water pitchers
- Corelle solid white dishes: 75 dinner plates, 5 serving bowls, 10 serving platters, 100+ coffee cups
- Flatware service for 100+ (forks/spoons/knives) • 200+ clear plastic pebbled 9.5 ounce tumblers
- Two punch bowls, one ladle, several glass platters, and a couple of glass dishes for nuts/mints
- Miscellaneous utensils, cookware, and several plastic bowls from small to large
- Dish cloths and towels located in the drawers to the right of the double sinks
- Step stool located in the small cabinet to the left of the refrigerator
- Painter's tape for hanging decorations to any surface, located in the "Guest Group" drawer.

Lobby

- Mounted TV/DVD • Large pull-down projection screen located above the island.
- One fire extinguisher, First Aid supplies, and an Automated External Defibrillator (AED) located on the wall to the right of the double gym doors. Another fire extinguisher is located in the ball room located to the left of the stage in the gym.



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CLOSING CHECKLIST

GENERAL GUIDELINE TO FOLLOW = LEAVE IT BETTER THAN YOU FOUND IT. 😊

We appreciate your help keeping the Warehouse clean and ready to enjoy for the next guests.

- Wash any dishes, cookware, etc. by hand and leave on rack provided to air dry.
- Wash off all surfaces, counter tops and tables with warm soapy water - even if you have not eaten on them but have been sitting at them. Leave dish cloths and towels spread out to dry next to the kitchen sink.
- Please vacuum to touch up where it is needed and anywhere food was consumed. The vacuum is located by the chest freezer on the wall next to the gym double doors.
- If the kitchen is used please sweep the kitchen floor with the broom that is kept in the small cabinet to the left of the refrigerator.
- Return furniture to its original location.
- Please return any items used from the double door storage closet in the gym. Tables should be wiped down and completely dry before being stacked upright and tight, tabletop to tabletop. Padded chairs can be stacked eight high. Please use the picture posted on the storage room door as a guide.
- Make sure all balls are put back on the racks provided in the ball room.
- Please empty all trash cans and put bags in the large outside dumpster located on the west side of the Warehouse. The smaller dumpster is marked for (corrugated) "cardboard only" and the larger dumpster is for the garbage. Replacement bags are kept in the drawer next to the refrigerator.
- Please double check that all the items on this checklist are completed and make sure to take all of your items with you, including leftover food in the refrigerator and freezer.

Thank you for your help and cooperation! We do not charge a fee to use The Warehouse facility and appreciate your consideration of leaving a donation of any amount to help cover operating expenses. A donation box is located on the wall to the left of the office door.

307 Norway Ave.
Pine River, MN 56474
218.587.5404



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Guest Agreement

Single use Ongoing (indicate day(s) and frequency on date line)

Date(s): _____ Year: **2020**

Time (set up/arrive – close/leave): _____

Event purpose: _____

In our best efforts to accommodate your use of the Warehouse, your reservation will be held for 5 business days following your initial booking. Once we receive this completed form, your reservation will be confirmed.

We appreciate any financial donation you may give. There is a donation box on the office wall for your convenience.

By signing below I acknowledge I have read and understand The Warehouse Guest Policies. I accept responsibility for any cleaning, damages, and repairs required due to my usage of The Warehouse facility.

Signature

Date _____

Printed Name

Phone Number

Mailing Address: _____

Email Address: _____