

## **A FEW FRIENDLY REMINDERS**

- ❖ To prevent scarring floor, PLEASE lift (not scoot) when repositioning tables for your event. Also, any coolers, sound equipment, etc. that you bring should be lifted instead of pushed or dragged across floor.
- ❖ Community room outside doors are kept closed. Please tell attendant if you plan to use them for entrance/exit so that he/she can remove the curtains from door.
- ❖ If bringing in extra chairs, they must have caps on legs to prevent scarring of the floor.
- ❖ Please place tables “TOP TO TOP” OR “BOTTOM TO BOTTOM” to avoid damage to table tops. Maximum capacity for table cart is 10.
- ❖ No hanging on walls without command strips that want strip the paint off.
- ❖ There are to be **no fog machines/dry ice or any product** that would create smoke of any kind in the building. This will set off the **fire alarm!**
- ❖ Please supervise your children when outside the building. The flag court is a memorial to honor our armed forces and needs to be respected. No climbing on walls and flag poles.
- ❖ Thank you for your help in keeping our town hall beautiful!! We hope that you had an enjoyable time! Please consider Louisville Town hall when you are planning future events.
- ❖ The sound equipment **must not be moved** with out permission from Town employee.
- ❖ No ALCOHOL.
- ❖ No TAPE on walls or floors.