

FIRE STATION #2 - COMMUNITY ROOM - \$100

1825 Howard Drive
North Mankato MN 56003

A \$50 Cleaning Deposit check is required at time of key pickup. This check and will be returned or shredded upon successful inspection after the event.

THIS IS A NON-SMOKING FACILITY.

This room seats up to 60 people with 2 - 6' long tables and 13 - 6' (narrow width) tables.

NO RED OR PURPLE BEVERAGES ALLOWED IN THIS COMMUNITY ROOM.
NO GLITTER.

Mop up & clean all food/beverage spills immediately. There is spot cleaner in the storage room if needed.

This room has a kitchen facility with:

- ❖ refrigerator/freezer (remove items when done)
- ❖ microwave
- ❖ coffee maker
- ❖ stove / oven (2)
- ❖ dishwasher
- ❖ approx. 85 place settings of dishes
- ❖ silverware
- ❖ toaster

YOU WILL NEED TO FURNISH YOUR OWN:

coffee, cream & sugar, tablecloths, dish towels, misc serving dishes.

A storage room at the north end of the room contains:

(The key you picked up from City Hall will let you in this room.)

- ❖ extra tables & chairs
- ❖ vacuum
- ❖ garbage bags
- ❖ broom & mop
- ❖ electric coffee urn for large groups
- ❖ easel

Return all items when done with them.

Feel free to move the tables. For your safety and to avoid damage, please have two people handle the tables when they are moved. **Please return the chairs & tables according to the diagram above the phone by the storage room.**

Please do not prop the door open.

PLEASE DO NOT TAPE ITEMS ON THE WALLS, CEILINGS AND FRONT DOOR.

Key must be picked up at City Hall prior to your event Monday through Friday 8:00 a.m. to 5:00 p.m. **You must notify City Hall if someone else will be picking up the key.** The key will allow you to enter the building, but the door will remain locked. Once inside, follow the instructions on the keychain. Please do not leave door propped open. **When you leave, lock the door with the bolt key and return the key to City Hall according to the instructions on the key.**

CLEAN UP IS REQUIRED. FAILURE TO CLEAN THE ROOM AND LEAVE IT IN THE REQUIRED CONDITION WILL RESULT IN THE CITY KEEPING YOUR \$50 DEPOSIT AND WILL AFFECT FUTURE USE OF THE FACILITY. A cleanup checklist will be provided.