



Old School Rental Space “Cheat Sheet”

We worked hard to create a space for community to work & play. We love the ideas that are brought for events. We have developed this “cheat sheet” as a guide for you to help follow the rules of Old School for a safe, fun, and memorable experience! THANK YOU for BEING RESPONSIBLE & TAKING CARE of OUR SPACE so WE CAN KEEP it AVAILABLE for WORK/PLAY!

- **Parking is located at the back by the gym. Please carpool if expecting a larger group. Drive slowly! Please be respectful of our neighbors, and to avoid unnecessary damage or accidents. Do not park on Skipper Buds side of drive for any reason. Parking is in the back and also available on the side of the building. Obey signs. Watch out for boats, people, animals, etc....Overnight parking is prohibited unless pre-approved by Old School staff ahead of time. Call when you arrive so we can give you access to the building.**
- **Cancellations must be made 1 week prior to event and submitted in writing for full refund.**
- **Damages should be reported immediately to Hendrix LLC rep via phone call or text for quickest response. Please let us know if there is a problem before, during, or after your event rental. A service charge may be assessed if Village/City personnel are called in to correct any problem created by the facility user.**

- **Insurance Certificate of Liability must be provided for fundraising or profit generation events prior to the event. Certificate amount should be in the amount of \$1 million naming Hendrix LLC as an additional insured.**
- **Building access – Old School is a locked building and not open to the public. Doors must remain closed and always locked. Please call when you arrive for your event. We need to know when you are onsite and ready to roll! We ask that you please do not disturb other businesses and groups at Old School by asking them to let you in the building. Always call for access. Also, when you are in the building for your event, do NOT prop main doors open! Please have someone available to open doors for others.**
- **Booking time considerations should include all your set up, decorating, take down and cleaning times when deciding on hours of rental to be respectful of others also using the space. Be prompt so you are in and out as your agreed upon time for respect of all users. Please let Old School staff know if there are problems with not being able to get in and out on time.**
- **Room access for facility users is limited to reserved rooms only and bathrooms. Storage areas/closets/non-rental areas are for Old School staff only unless pre-approved at time of rental. For example: If renting the gym, the cafeteria should not be utilized for any reason other than to access bathrooms. All coats and bags can be hung and left in the hallway or kept with person.**
- **Room set up is flexible so please discuss options and notify us ahead of time what is requested. Please include any additional rental items such as projector/screen/popcorn maker, etc. A list of the additional rental items available is listed at the bottom of this with the pricing details**

- **Supervision is required at all times by responsible party who is 21 years old and over. Do not leave minors unattended at any time. For example: if kids are in the cafeteria, then an adult should also be in the cafeteria. Only agreed upon participants and their viewing audience may utilize rental space. Please call to discuss any further requests that may come up with Old School staff.**
- **Decorations must be pre-approved by Old School staff. No nails, tacks, pins etc. for hanging items, please use tape only. No open flame devices allowed, which includes candles, lamps, lanterns, etc. Helium balloons must be weighted or secured to prevent floating to fans. No indoor inflatables or smoke machines. Whatever you put up, please take down and take home with you.**
- **Food is carry-in only. It may be prepared at home, brought in, or catered. We do not have a kitchen. No indoor cooking allowed in the school. Please consider a local restaurant for possible food ideas for your event.**
- **Noise should remain indoors. Music and any amplified noise events must remain inside the building.**
- **Alcohol must follow Village of Nashotah guidelines, no sales!**
- **Smoking (of any type) and drugs are not allowed inside any area of the school. Everybody knows that smokin' ain't allowed in school...Sing it with me now!**
- **Paperwork and Payments are required prior to event rental date/time. (locked payment and forms box can be found in hall, up the steps by the trophy case door in the locked box with OLD SCHOOL logo on it or outside by Suite #140 door on the side of the building)**

End of Rental Duties:

- 1. Cleaning up should be kept simple.**
 - Remove any items brought in including decorations/tape, food etc.**
 - Pick up trash & recycles and lace in bags in designated receptacles.**
 - Tables/surfaces wiped off, all spills wiped/dried as needed.**
- 2. Please leave all rental equipment as agreed to**
- 3. Ensure doors are secure and locked using a handle pull check as shown at tour**
- 4. Do a final walk through to ensure space is clean and safe and ready for next event users (including bathrooms) If you notice that refills are needed or more deep cleaning is needed, please notify Old School staff immediately.**
- 5. Turn off all lights when leaving except for safety lights which will remain on.**
- 6. Remember! There are security cameras on premises so smile but also, be aware that we are not responsible for lost/stolen items.**
- 7. We would love for you to follow up your event with any pictures or short videos to share for our website/marketing. Those can be sent to space@oldschool1913.com or text to 414.380.7401**
- 8. We welcome any feedback, questions, concerns at any time!**

Old School

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Presented by Hendrix LLC

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