

Anniston Museum of Natural History Decoration and Cleaning Guidelines For Facility Rentals

We hope you have an enjoyable event while at the Anniston Museum of Natural History. We ask that you leave the facilities as you found them. Please designate someone to do a final cleaning check of all areas that you used while at the Museum. Below is a list of rules concerning decorations and clean up.

1. Decorations are limited to table or floor decorations. Tape, nails, thumbtacks or post-it pages may not be placed on the walls or ceiling in any rental space.
2. Green plants and flowers are permitted in all areas except the Exhibit Hall.
3. The Museum does not supply any table linens, serving ware or coffee pots.
4. Glitter or confetti is not permitted.
5. When using the kitchen please be sure that the floor is swept and mopped. Please clean all areas that are used including the stove, refrigerators and counter tops. Please ask Museum staff for cleaning supplies if needed.
6. Please empty all trash cans and take the trash to the dumpster located in the parking lot.
7. We would ask that you vacuum the areas used when an excessive amount of food litter is left. Otherwise staff will do this.
8. If food or alcohol is spilled on the carpets it is your responsibility to work on removing the stain. Please check with the staff for supplies. Fees may be added if it requires professional cleaning.
9. When your event is catered, you are responsible for any cleaning that is not completed by your caterer. You are also responsible for any damage incurred to the kitchen area by the caterer.
10. All decorations and food equipment must be removed at the end of the event. There will be a \$50 fee charged for non-removal of items.
11. There will be a \$50 clean-up fee charged if all areas are not left as they were found.
12. Before leaving make a final check with Museum staff to determine if all areas are cleaned properly.

We appreciate your business and will be available to assist you throughout your event. Thank you for your attention to these requests.