

Instructions for Using the Freeman Center Lodge

- Leave all tables and chairs set up as you found it.
- If you've used the tables for food and beverages, wipe them down. Spills on the floor? Also wipe that up
- Remove ALL trash (even in the bathrooms and the kitchen)
- Use recycling containers when appropriate (you do not have to remove these but please DO NOT dispose of trash in them - they have instructions posted on them)
- Set the thermostats back to 75 degrees (Summer 75/Fall or Winter 68)
- Turn off all lights
- Do not leave any food, beverages or condiments in the kitchen or the refrigerator
- A map to the dumpster will be provided to you upon your confirmation of reservation
- Doors will be unlocked before your event. If your event is on a weekend, arrangements will be made for you and your guests.
- We don't provide any kind of cleaning supplies so think about what you need before your event (Lysol wipes are always handy)
- Be sure all exterior doors are fully closed
- Park only in the lot provided. Authorized personnel vehicles only behind the lodge. NO EXCEPTIONS