

# exittheapple

## Before You head out!!

- Fold up tables and file neatly against the wall.
- Stack chairs as you found them, and leave near interior door labeled as "exit"
- Please return restrooms back to a cleanly state (if all paper products are gone that is fine)
- Please do a double walk thru to be sure that all of your belongings are with you.
- Return all rented electronic equipment to table by the stage
- Please turn ALL lights off
- Trash: please leave no open food or beverages in the space
  - If there is one bag or less of trash please tie tightly and leave in red topped container,
  - If multiple trash bags / any open food or beverages please remove trash from space and place on top of the dumpster. (On Hunter St. behind the building)
- Lock stationary door and swing door; return key to lock box; spin the combo, cover the numbers.