

Special Event Guidelines – 641 Foyer

Our 641 foyer is available to our members and regular attendees for showers and receptions.

A facility walk-through is required. Please contact our custodian, Keri McKenty at 270-703-4546 to schedule the walk-through. After your walk-through is completed, you will receive your building access card.

After your event, you are responsible for the following:

- Taking out all garbage (please check bathroom trash as well)
- Flushing all commodes
- Sweeping & mopping floors (as needed)
- Returning any items moved (tables, chairs, etc.) to their proper place
- If you use the kitchen, please make sure you remove all leftover food from the refrigerator/freezer.
- Ensuring that all doors are shut/locked and lights are turned off

Please note: If you have the building reserved on a Sunday afternoon, our custodians will not be in to clean before your event starts.