



1219 Military, Port Huron, MI 48060
(810) 984-2787 www.Studio1219.com

BUILDING/CLASSROOM USAGE RULES:

We all love Studio 1219 and its wonderful space. However due to the vast array of activities the Studio handles, the spaces will be rearranged at times. Please be respectful of your fellow creative comrades and put the room back in the order in which you found it. Following is the necessary list to complete prior to leaving the building. There will be a vinyl folder on the classroom closet door. Please complete, sign, and put back in the in the vinyl folder. Thank You for your patronage.

****If you do not adhere to these below listed rules, you will be subject to a \$30 clean up charge. Please see attached list of the available cleaning supplies. If cleaning supplies needs to be updated please provide a list on the comment area.**

- **Tables must be placed back to original positions-**
 - **Please place the tables in a U-shape configuration**
 - **2 U-shape configurations**
 - **5 tables per U-Shape**
 - **Please push chairs under table**
 - **Please stack any extra chairs or return to closet**
- **All tables and kitchenette surfaces must be wiped down.**
- **Trash must be bagged, tied, and left by trashcan.**
- **All outside doors must be locked.**
- **All lights must be turned off.**
- **Any spills or accidents must be cleaned up and reported on this sheet.**
- **Ensure Bathrooms are well kept. Note if supplies need to be restocked.**
- **Any phone calls must be recorded on this sheet.**
- **Smoking is only permitted behind the building in alley way.**
- **This sheet must be signed by contact representative of your group.**

Organization: _____

Contact Rep :(print)_____

Signature of Contact Rep: _____

Phone number of Rep: _____

Date: _____ Time: _____

Attendance: _____

COMMENTS/REPORTING: _____

Mission: To create and promote space for art, education, and community.