



HONORS FORSYTH HOUSE

I have reserved the following:

- Steen Suite main floor, formal living room, dining room and full kitchen with restroom located at the top of the stairs in main floor.
_____ \$30 half day (4 or less hours) or _____ \$55 full day (5 or more hours)
- Ogden Fellowship Room, upstairs large room with kitchenette and restroom.
_____ \$45 half day (4 or less hours) or _____ \$60 full day (5 or more hours)
- Both spaces at the same time
_____ \$75 half day (4 or less hours) or _____ \$100 full day (5 or more hours)

DO NOT USE nails and thumb tacks when decorating. If tape is used it must be removed carefully from all surfaces.

2. Absolutely NO SMOKING or ALCOHOLIC BEVERAGES allowed.
3. **Leave the space as clean as you found it. Remove all decorations, vacuum, wash dishes and utensils and put all chairs and tables back as you found them (all tables and chairs do not fit into closets upstairs-about ¼ stay out permanently). Take your trash to the dumpster in the parking lot across the street behind Harrigan Hall. Extra trash bags are available in both spaces in the kitchen areas.**
4. Do not leave food in refrigerator or in the building after your event. Leave blinds closed and doors to Ogden and/or Steen Suite locked. Turn lights off.
5. Only votive candles in protective glass containers are allowed.
6. Basement is off limits. Halls and stairs are not for children's play. Keep children with you or supervise them in the park area on Beaver Point.
- 7.