

North Little Rock Chamber of Commerce Clean Up Instructions

1. All trash must be bagged and placed in the dumpster at the side of the building (to your left as you walk out the parking lot door. **Please pull trash cans out on the balcony before removing the bags to prevent liquids from soiling the carpet.** Leave empty trash cans upstairs inside of the building.
2. Turn A/C up to *78 degrees OR
Turn Heat down to *67 degrees.
3. Lights Off.
4. Lock Doors.
5. Smokers are required to smoke outside and place all cigarette butts in the receptacle located on the balcony. Please do not throw them on the parking lot or sidewalk. This will result in the loss of a portion of your cleaning deposit.
6. Return key by 11:00 a.m. the following day or if a weekend event on the following Monday.
7. **If Simmons Bank Arena schedules an event the same day as your rental the NLR Chamber of Commerce can guarantee only 30 parking spaces. You will be given parking passes when you pick up the key.**
8. The door to the kitchen area must be left **OPEN** due to the excessive heat from the appliances.
9. After all doors are locked set the security alarm as the last person exits the building.