Greetings from The Wesley Foundation,

We are excited that you have chosen our building for your event.

Here are a few things to remember:

* No alcohol is to be present
* No smoking inside the building
* Please return all furniture to its original location
  + 32 white chairs and 8 long white tables are to be left out
  + The remaining chairs are to be out in the area to the left of the stage
  + Any other tables are to be put in the closet to the right of the stage
* Please clean the rooms to the standard cleanliness it was when arriving
* You are to use your own paper products and none of Wesley’s
* Do not touch the thermostats located in the building
* Take all garbage generated by your event with you and
* Bathrooms are located in the hallway

If you do not return the building that way it was when arriving you will lose the $50 cleaning deposit.

If you have any questions or need any assistance please contact the facilities manager, Katlyn Griffis, at 731.693.3923 or the Director, Amanda Crice, at 270.978.1372.

Thank you and have a blessed event,

The Wesley Foundation

