

Academy of Creative Arts Events / Rental Checklist

We're glad you're renting with the Academy of Creative Arts. We hope your event is an amazing one. Please be mindful of these important reminders.

- To Reserve the Space - 4 important actions**
 - Pay Deposit
 - Pay Cleaning Fees (**Mandatory**)
 - Pay for Room(s) Hourly Rate
 - Sign Rental Agreement
- Day of the Event**
 - Give yourself enough time for **Setup & decor** (make sure you have booked for extra hours if you need more time)
 - You do have access to our tables and chairs - at no additional charge (Please take them from storage & put them back well organized)
 - Bring enough trash bags (**33 Gallon trash liners**) & party supplies
 - 33 gallon trash bags
 - Scotch Tape
 - Scissors
 - Command Strips
 - Candles / Lighter
 - Cake / Serving Utensils
 - Disposables (plates, cups, spoons, forks, napkins etc.)
 - Dispose of food/trash properly after the event in the dumpster behind the building
 - Follow COVID-19 Guidelines
 - Put back chairs and tables (Please organize & don't dump them)
 - Take down all decorations
 - Securely Close Doors (Text 612.888.2787 - When DONE & OUT of the building to turn the alarms on)
 - Cleaners will mop the floors & clean/sanitize bathrooms (not take food trash out)
- NOT ALLOWED**
 - Dumping food in bathroom sinks
 - Pets
 - Open Fires
 - Smoking
 - Liquor, Wine & Beer (Unless you have hired a licensed & insured bartender/caterer through ACA)
 - Music after 11pm
 - Outside Deliveries & Pickups

Appreciate your support to maintain our best in class facility.