



Highlands
Community Campus
grow. heal. play.

1228 E. Breckinridge St. | Louisville, KY 40204
502/451-3695 x200 office | info@hcmlouisville.org
After Hours Emergency Number: 502/451-3695 x203

BUILDING USAGE POLICY

****\$100 Cleaning/Damage Deposit may be charged if policy is not followed****

ROOM USAGE: Use only the rooms where activity is to occur. Users should not enter other areas of building to which groups are not assigned. This includes the back part of the kitchen that is marked for employees only.

FIRE SAFETY: Good fire-safety practices must be observed. Candles must be enclosed with a glass casing. Cooking is not allowed. Sterno is allowed with use of chafing dishes. Smoking/Vaping inside is prohibited.

TABLECLOTHS: Tablecloths are required with use of all tables, both round and rectangular.

BALLOONS: Mylar balloons are not allowed. Latex only.

INFLATABLES: Inflatables are prohibited inside the building. They may be used outside in the grassy area with prior authorization from leasing manager.

TEAR-DOWN: Furniture must be returned to its original arrangement. See equipment diagram posted.

SPEAKERS: Use of the stage speakers requires prior authorization. Use volume controls from mixing board only. Do not change any settings on control knobs on the back of the speakers.

CLEAN-UP:

- Restrooms must be left in a clean and orderly condition.
- Garbage/recycling from event must be taken outside to the dumpster and placed inside
- Leave Event Hall garbage cans empty without bags in them, and turned upside down.
- Leave Kitchen garbage can empty without a bag and lid on top turned upside down.
- Beverage and food spills must be swept and mopped.
- Kitchen must be left clean and orderly, and all dishes/flatware used are washed, dried, and put away properly as indicated on cabinet doors and drawers.
- No food/ice from events may be left in any refrigerator or freezer.
- Brooms, dustpans, mops, and buckets must be put back in place. Places are labeled.
- Outside area (if used) including lawn, walkways, and parking lot, must be free of debris.

LOCK-UP:

- Thermostats are restored to their fixed temperature.
- Lights are turned out in event spaces and restrooms.
- Doors and windows are closed and locked.
- Key is left in appropriate place as designated by the Building Attendant/Manager (if applicable).
- Promptly report anything out-of-order to the Building Attendant and/or Manager.



The HCC Kitchen is under regulation of the Louisville Metro Health Department.
All stated rules must be followed for the HCC to remain compliant.