CLOSING PROCEDURE

1. LOCK LOBBY DOOR FROM THE INSIDE
2. TURN OUT LOBBY LIGHTS (BY FRONT DOOR)
3. TURN OUT LIGHT BY BACK SERVICE DOOR (IN GYM AREA)
4. ENTER THE BACK ROOM TURN OUT 3 LIGHTS ON THE RIGHT WALL AS YOU ENTER THE ROOM
5. EXIT BACK DOOR IN BACK ROOM
6. PULL ON OUTSIDE BACK TWO DOORS
7. CHECK FRONT DOOR FROM THE OUTSIDE

BE SURE GYM IS CLEANED UP AND ALL BALLS / EQUIPMENT ARE PUT AWAY

ANY QUESTIONS / CONCERNS CALL ME: 262-312-4512

**BIGGEST RULE TO FOLLOW:**

**ONLY THROWING BALLS (LABELED WITH TAPE ON THEM – SOFTEES) ARE TO BE USED OUTSIDE OF THE CAGES!!! ANY OTHER BALL WILL BREAK WINDOW AND TENANT IS RESPONSIBLE FOR THIS DAMAGE. THE COST / WINDOW IS $450.00….**

THANK YOU AND HAVE A GREAT NIGHT!