



B:Hive Rental Policy

Reservations and Space Use

- + The B:Hive is available for full-space rentals on weekday evenings and weekends based on availability.
- + The space can accommodate up to 50 guests.
- + Reservations must be made in advance and approved by the B:Hive staff.
- + Request event timing to be inclusive of set up and break down (no guests or caterers to arrive before start time unless arranged with Maggie).
- + Bring your own food and plastic/paper goods for the event (snacks in the kitchen are for B:Hive members).

Clean-up

- + If you don't pay for set up and/or break down to be managed by B:Hive, you'll need to return the furniture and decor to original setting and clean (broom, swiffer, table wipes, etc. in storage closet).
- + Use large trash bin in common area for garbage and food.
- + Bring recycling bin out from kitchen for bottles and cans.
- + If trash bags are full at end of event, tie up and leave under coat rack. For bonus points, you can unlock the door under the coat rack (leave deadbolt extended so you are not locked out) and leave in the trash room down the hallway to the left.
- + Wash all dishes used during the event, do not leave anything in the sink.