



issa
studio.

House Keeping

Please read these instructions carefully, and If you have any questions, please contact the booking agency.

Follow all current COVID-19 protocols for self-screening and indoor masking.

Paid street parking is available all around the building (free on Sundays). GREEN ENTRY DOOR is at the corner of Opera Alley where you can see the entrance to McMenamins. Use your key to open the door. This door locks automatically when closed. Keep the key on your person so you have ready access to this door at all times. The studio is down the hall on the left.

The door has a code. I will provide this code to you directly when they book

When the door is shut, it cannot be opened from outside without the entry code. Do not share this code with your guests/clients/patrons. Turn cypher lock knob and the door knob at the same time to enter. Make yourself at Home. The furniture layout may be adjusted to meet your needs.

Please do not drag furniture across the wood floor!

Take items off tables before moving them. Avoid breaking any decor. DO NOT unplug anything. Be courteous to others. NOTHING CAN BE STORED IN THE HALLWAY.

If you are loading/unloading quickly move items into the studio. Common areas and hallways MUST be kept clear. This is a fire hazard. No smoking of any kind or use of fire permitted at any time. This includes candles NO confetti is allowed in the studio. ABSOLUTELY NO food or beverages in the studio at this



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If any issues arise with other tenants in the building, please let them know you are working with Merissa Humes on a project and please give them my number 253.297.2224

You do not need to be bothered with any issue during your stay! Paid street parking is available all around the building (free on Sundays)

{HOW TO END YOUR RESERVATION}

WIPE DOWN ALL SURFACES. PUT FURNITURE & DECOR BACK: The furniture/props must be put back in their starting location.

GARBAGE: take any and ALL garbage with you as there is no garbage service to the studio. Garbage bags are provided for you.

{IMPORTANT* BEFORE LEAVING}

Take photos of studio back together, and all furniture in correct location and TEXT PHOTOS TO 253.297.2224.

Note - This will **END** your reservation. This lets me know you are done at agreed upon time and that the space is ready for next guest. Photos must be sent at completion of rental or you will be charged for additional time in space.

Turn off any lights/lamps, leave the **GREEN DOOR KEY** in the studio, confirm the studios door is completely shut behind you and make sure the **GREEN DOOR** is completely closed when you leave.

Thank you for renting with Issa Studio. ENJOY your time and please let us know if you need anything!