

Buckley Hall Key Holder Info

Thank you for renting Buckley Hall! To help ensure a smooth and safe event, please follow the guidelines below:

Need Help?

- During City Business Hours (Mon-Thurs): Call (360) 829-1921
- After Hours: Call Public Works Emergency Line at (253) 261-9827
- In Case of Emergency: Always call 911

Before Your Event:

- Place the “Private Event” Parking Sign outside to reserve guest parking. (Don’t forget to bring it back in when done!)

After Your Event:

- Put away all tables and chairs just as you found them.
- Please clean up areas used for your event.
- Check all doors are locked—especially the back doors.
- Remove all decorations and garbage.
- Drop the key in the Buckley City Hall drop box—available day or night.

Please Do NOT:

- Use glitter anywhere in the facility.
- Use tacks, pins, staples, puddy, or nails on walls or woodwork.
- Use any tape other than painters tape on walls.
- Place BBQs under awnings, on the porch, or near the building.

Thank you for treating Buckley Hall with care and respect!