

NAME _____

Community Room Clean-Up Checklist

Community Room Guidelines

IN ORDER TO KEEP OUR COMMUNITY ROOM IN GOOD SHAPE FOR OTHERS PLEASE KEEP THE FOLLOWING GUIDELINES IN MIND

- ❖ Please keep a watchful eye on younger children.
- ❖ Please keep food/drink limited to the community room (not the hallway or entryway).
- ❖ Please leave the community room as you found it. Put tables/chairs back in their previous positions, remove paper/debris, empty trash cans and place the bags in the dumpster out front.
- ❖ Please make sure that all activities are completed by 10:00 PM.
- ❖ After you have locked up please return the keys and deposit check either at the library front desk (during normal business hours) or the drop box.
- ❖ In order to save on heating/cooling costs, please keep the accordion doors at the entryway of the community room at least somewhat closed.
- ❖ If you use the bathrooms, please ensure that all toilets are flushed and the bathrooms are in a clean state after use.
- ❖ Decorations may be taped to the painted block area only. Do not attach anything to the woodwork, ceiling or doors.
- ❖ NO SMOKING INSIDE OR WITHIN 15 FEET OF THE ENTRYWAYS/WINDOWS OF THE LIBRARY.
- ❖ NO ALCOHOLIC BEVERAGES WITHIN THE BUILDING.
- ❖ If you use the basement door (north back door) **PLEASE BE SURE** it is **LOCKED AND SHUT** before you leave.

PLEASE READ THE ABOVE RULES. FAILURE TO ADHERE TO THESE RULES MAY RESULT IN ADDITIONAL CHARGES OR BEING BANNED FROM FUTURE USE.

Make Sure:

Clean Restrooms	Yes	No
Use dust mop on comm. room floor	Yes	No
Vacuum hallway if needed	Yes	No
Central Vacuum—Off	Yes	No
Wipe up any spills	Yes	No
Microwave—Cleaned	Yes	No
Coffee Pots—Off	Yes	No
All Counters—Wiped	Yes	No
All Trash—Emptied	Yes	No
Clean Liner—Garbage Can	Yes	No
Heat/Air Conditioning—Off	Yes	No
Lights—Off	Yes	No
Doors—Locked	Yes	No

Be sure stoves are off

Please fill out this sheet and return it with keys and/or check when you are finished with the community room.