**NAME**

# 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 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 trashcans at the rear of the brick Access II building.
* No animals of any kind are allowed in the building (service animals used by attendees are exempt).
* Please make sure that all activities are completed by 12:00 PM.
* After you have locked up please return the key card to the front desk (during normal business hours) or the leave on the Community Room Island.
* In order to save on heating/cooling costs, please keep the doors community room closed.
* If you use the bathrooms, please ensure that all toilets are flushed and the bathrooms are in a clean state after use.
* No tape should be utilized on the walls, cabinets or countertops. Any damage to the walls, cabinets or countertops will result in a forfeiture of your deposit.
* NO SMOKING INSIDE OR WITHIN 15 FEET OF THE ENTRYWAYS/WINDOWS OF THE COMMUNITY ROOM.
* **PLEASE BE SURE ALL DOORS ARE** **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.**

**Community Room Clean-Up Checklist Make Sure:**

|  |  |  |
| --- | --- | --- |
| Clean Restrooms | Yes | No |
| Use dust mop on comm. room floor | 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- as found | Yes | No |
| Lights—Off | Yes | No |
| Doors—Locked | Yes | No |
| **Be sure stove is off** |  |  |

**Please fill out this sheet and return it with key card when you are finished with the community room. Failure to clean the Community Room will forfeit your deposit.**