

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 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.**

#### 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.**