



## **The Community Meeting Room Rules Checklist**

1. Alcohol is prohibited
2. Food trucks, mobile video game trailers are prohibited
3. Inflatables, bounce houses, jumpers/trampolines, E-Z Up canopies or any outside equipment is prohibited
4. Organized games, activities, music is prohibited inside or outside of the facility. This includes the back porch area
5. For your safety, do not remove the parking barrier near the Community Meeting Room
6. Pets are prohibited – No animals are allowed
7. Do not turn off the coffee machine
8. Outside heating sources are prohibited at the Community Meeting Room. This includes:
  - Flammable items (i.e., portable charcoal or propane stoves/grills, candles, fireworks, sparklers, propane lanterns, portable fire pit and patio heaters, gas powered generators, etc.).
  - Smoke machines
9. Do not tape, staple, nail or pin decorations to the walls or windows. It can damage the walls and windows
10. Wipe down tables and return the tables and chairs to a classroom setting (see image. cleaning supplies are not provided)



11. Sweep the kitchen floor and wipe down the counters and microwave (cleaning supplies are not provided)
12. If the refrigerator was used, remove all items and wipe down the interior and exterior (cleaning supplies are not provided)
13. All trash must be removed from the Community Meeting Room. PLEASE PLACE FULL TRASH BAGS INSIDE TRASH DUMPSTER LOCATED IN THE PARKING LOT AND MAKE SURE THE LID IS CLOSED. This is to avoid raccoons going through the trash.
  - Deposit cans, plastic and glass bottles in green recycling container.

Initial/Date: \_\_\_\_\_

14. Turn off temperature timer for the heater/air conditioner before leaving. Press the power button at each thermometer
15. Turn off all the lights. Make projector screen if used is rolled up
16. Lock all the doors, instructions are available at each entrance



17. The Community Meeting Room closes promptly at 10 p.m. The room must be locked and secured at that time. The leasee is responsible to ensure **all guests depart by 10 p.m.** *No exceptions*

Initial/Date: \_\_\_\_\_

18. Key cards must be returned to the drop box located by the front entrance immediately at the conclusion of the event.  
*No exceptions*

- Key cards that are lost, a fee will be charge for replacement

Initial/Date: \_\_\_\_\_