



## COMMUNITY MEETING ROOM CHECKLIST

1. Once you have used the key card, the doors are unlocked. Under no circumstances prop open the door. This will set off the alarm system to the police department.
2. If the room is rearranged, users must return it to the previous set up upon completion of their meetings.
3. Do not attempt to use the audio/visual equipment –it is not available for use however there are connections provided for your own audio/visual equipment and the projector screen is available.
4. Remove all posted signs/fliers/handouts from premises or put into trash cans.
5. No animals of any kind are allowed in the building (service dogs used by attendees are exempt).
6. No smoking is allowed in the building. When smoking on patio please use available ash cans.
7. Make sure you turn the a/c or heater before departing the room.
8. You are permitted to bring light snacks for meetings, but are not allowed to hold catered events, nor hold potluck meals. **Please keep snacks and beverages in kitchen to avoid carpet stains.**
9. Please recycle aluminum cans, plastic and glass bottles by placing them in the recycle container. Please empty full trash cans in trash bin located in the parking lot.
10. Coffee pots must be rinsed out. **Do not turn off the coffee maker (do not touch the red switch!!)**
11. If the sink and countertops were used, please wipe down.
12. The room closes exactly at 10 p.m. The capacity for the room is 80- theater style seating and 50- classroom style.



13. **Please do not forget to lock the doors by entering the default code and "ENTER."** Please push the doors completely closed before locking the door to ensure the code works. Check the door before leaving to make sure it is locked. If any trouble locking the door, call the after-hours emergency service at 714-397-5768 for assistance.