


MEETING ROOM EXPECTATIONS

Set-up and clean-up is the responsibility of the user.

1. Use recycling receptacles for office paper, plastic bottles, & aluminum cans. Please rinse out containers prior to placing into recycling. Place paper cups, and items without a #1 or #2  symbol into the trash receptacles. **Glass should not be placed into the Library's recycling.**
2. You may configure tables and chairs as desired.
 - Tables and chairs are located in the storage closet at north end of room.
 - Return tables and chairs to storage closet when finished.
Exception: With staff permission, tables and chairs may be left out when it is known that the next meeting requires a similar set-up.
3. Sweep floor as necessary. Brooms and dustpans are located in the kitchenette and/or storage closet.
4. Clean tables and kitchenette counter top as necessary. Cleaner and cloths can be found in cupboard below sink.
5. Ensure projector and sound system is turned off as necessary.
6. Turn off lights in Meeting Room according to directions by light switches.
7. Kitchenette light uses an occupant sensor and shuts off when not in use.
8. Cloakroom and hallway lights are on a timer and will shut off at 10:00 p.m.

By “Leaving It Better Than You Found It” you are helping to maintain this facility as a free and open meeting space for the community.

THANK YOU!