

Meeting Room Checklist

Arrival:

- _____ Make a note of any damage to the room or its contents. Bring any serious damage to the attention of the staff immediately.
- _____ Help protect the floors. If tables and chairs are moved, lift them. Do not drag them.
- _____ Affix nothing to the walls.
- _____ If using the kitchenette, bring own food, drink, and supplies.

Departure:

A representative from the Library will inspect the meeting room after the meeting/event to ensure that the space has been cleaned, returned to prior set-up, and not damaged.

- _____ All trash has been removed from the premises.
- _____ Tables have been wiped down if food was served.
- _____ Kitchenette, if used, is cleaned. Wipe counters. Take unused food, drink, and supplies.
- _____ For meetings ending near the library's closing time, all attendees must have exited the library by the time it closes.