

## 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 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.