



## Community Room Information and Checklist

The city encourages the use of the Community Room for a variety of purposes. The maximum occupancy is 49 persons. We have provided the following amenities for use:

- |                           |                           |
|---------------------------|---------------------------|
| (32) White Folding chairs | (1) Television W/ Remote* |
| (1) Vacuum                | (1) Broom and Dustpan     |
| (4) 6' Round Tables       | (2) Trash Cans            |
| (4) 6' Rectangle Tables   | (1) Love Seat*            |
| (2) Sofas*                |                           |

\* Furniture is sitting on Super Sliders™ to make moving easier.

\* Remote control is locked in the thermostat box.

### **NO SILLY STRING!**

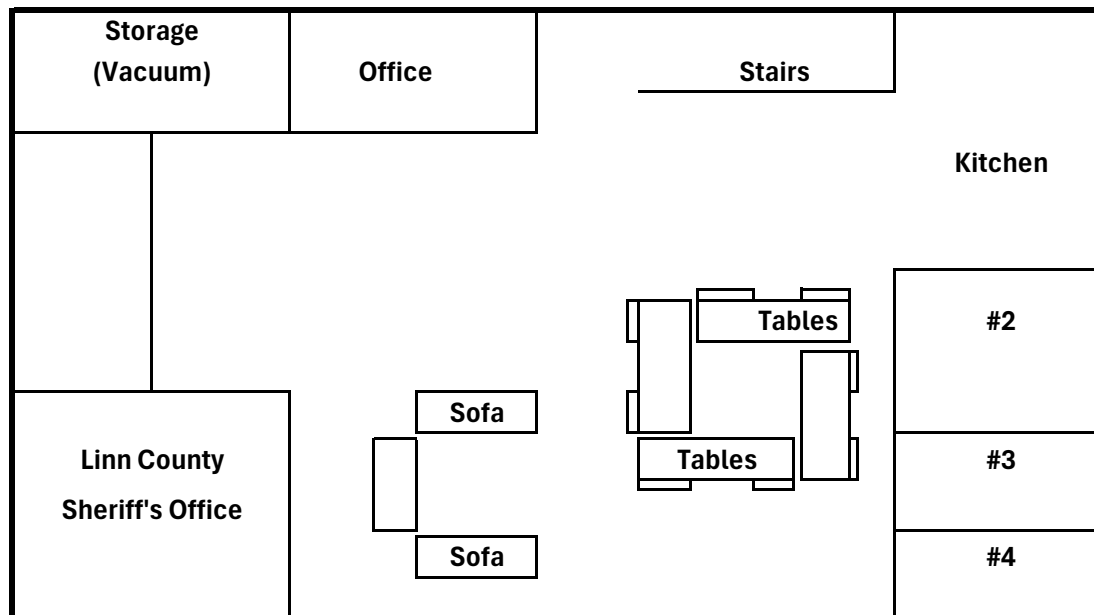
### **You are responsible for the following:**

- |   |  |
|---|--|
| <input type="checkbox"/> Clean Kitchen  | <input type="checkbox"/> Empty your items from Refrigerator                                  |
| <input type="checkbox"/> Wipe Down Countertops  | <input type="checkbox"/> Remove 'food waste'; (Dumpster behind City Hall in the parking lot) |
| <input type="checkbox"/> Clean Oven   | <input type="checkbox"/> Sweep & Vacuum Floors   |
| <input type="checkbox"/> Clean Stove  | <input type="checkbox"/> Make Sure door is Locked  |
| <input type="checkbox"/> Replace Trash Bags (bags are in bottom of trash cans).       | <input type="checkbox"/> Check Freezer for Ice & Dispose                                     |
| <input type="checkbox"/> Remote control is return to thermostat box and box is locked |  |

**Please leave tables and chairs set up like the diagram on the back side of this sheet.**



# Community Room Layout



# 2 = Storage Room (Extra Tables & Chairs)  
#3 & 4 = Restrooms