



Community Room Information & Checklist

The City encourages the use of the Community Room for a variety of purposes. The maximum occupancy of the room is 49 persons. The City has provided the following amenities for use:

- | | |
|---------------------------|--|
| (32) White Folding Chairs | (1) Pull Down Projection Screen |
| (12) Blue Fabric Chairs | (1) Vacuum |
| (4) 6' Round Tables | (1) Broom & Dust Pan |
| (4) 6' Rectangles Tables | (3) Trash Cans |
| (2) Sofas* | (1) Orange Power Cord |
| (1) Love Seat* | [2 – single outlets, 1 – three outlets.] |
| (1) White Board | |

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

Please make sure the room is clean and the furniture configured as detailed on back.

- ▶ You are responsible for providing your own dish towels and rags.
- ▶ Dishwashing liquid and detergent for the Dishwasher are under the sink.
- ▶ The cabinet underneath the bulletin board contains paper products including hand towels & toilet paper, electrical cords, coffee filters & Styrofoam cups.

- | | |
|---|---|
| <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 & Put Away Utensils. | <input type="checkbox"/> Replace Trash Bags. (Under the sink.) |
| <input type="checkbox"/> Clean Oven. | <input type="checkbox"/> Sweep & Vacuum Floors. |
| <input type="checkbox"/> Clean Stove Top. | <input type="checkbox"/> Lock Back Door. |
| <input type="checkbox"/> Empty Dishwasher. | |
| <input type="checkbox"/> Put Dishes Away. | |

I agree to accept responsibility for any charges related to damages and/or clean-up that occur during this rental.

I have read and understand the expectations.

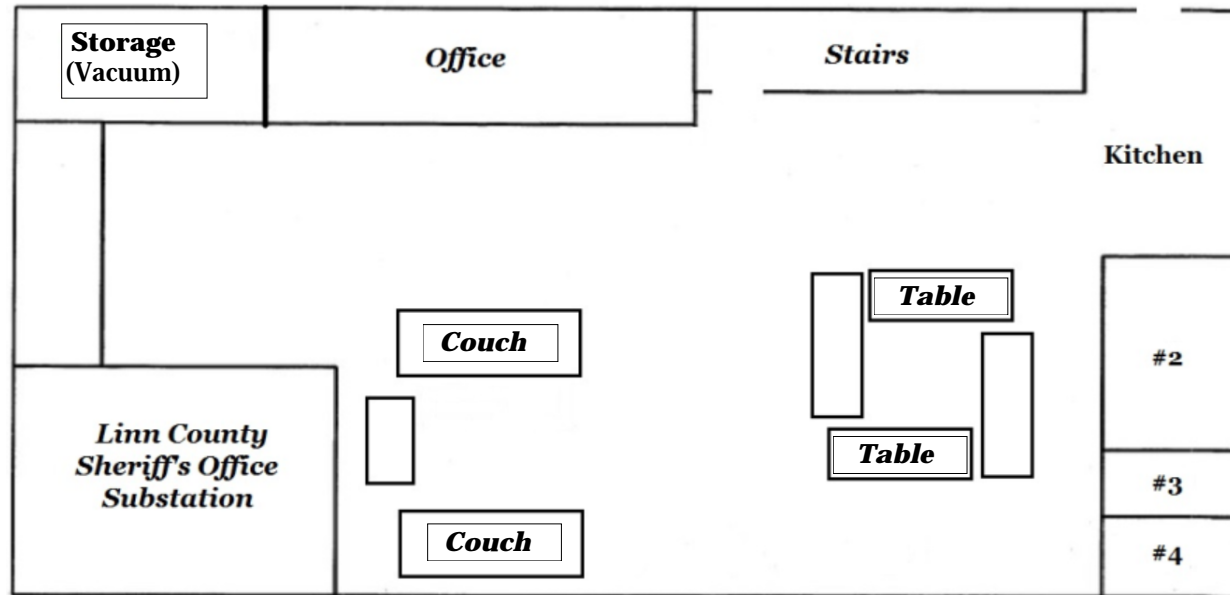
Signature of Responsible Party

Date

NOTE: Please be advised that you are the party responsible to return this key to the City of Brownsville. Failure to do so will result in a penalty of \$100.00. This amount will be billed directly to the party who checks out the key. This information can be found online at www.brownsville.or.us/parks.html.



Community Room Layout



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