

Baker Free Library Meeting Room Clean Up Checklist
Approved 2/20/2019

Per the Meeting Room Agreement signed by your group representative, clean up immediately after meeting room use is required. ***Clean up and set up time must be built in to the time you requested to use the room.*** A \$50 deposit (in the form of a check or money order) is required for any private event/meeting held in our meeting spaces. Public events/meetings are subject to the same clean up policies, but do not have to provide a monetary deposit at this time.

Supplies for clean up are in the closets/cabinets. Clean up includes, but is not limited to:

- Re-setting tables and chairs where they were originally located
- Wiping down the counters (Upstairs meeting room and Café Area in Lower Level)
- Wiping down any tables used with antibacterial wipes
- Checking rest rooms for use/abuse and cleaning up any mess on toilet/floor/sink if the meeting/event takes place while the Library is closed.
- Emptying trash & recycling bins – All trash and recycling is carry in/carry out
- Sweeping/vacuuming the Lower Level Café and MCSB Room floors (dry mop and vacuum located in closet by the right hand MCSB Room entrance)
- Removal of all materials brought in for the event
- Turning off all lights that are switch operated
- Securely closing and locking the vestibule and/or the Lower Level handicap ramp doors if the meeting takes place on a Sunday or ends after the Library is closed for the day.

Thank you for helping us to keep these spaces clean and usable for everyone in the community!

Please check off all items on the form when they are completed, sign and date the bottom of this form, and leave it on the counter of the space you used.

Printed name

Signature

Group name

Date

Time

Contact email for signer

Contact phone number for signer