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.