



Library Meeting Room and Kitchen Use Checklist

Turn in to the Library front desk staff, or put in our book drop after your event cleanup is completed.

- Wash, dry and put away all dishes used.
- Vacuum floor.
- Wipe kitchen and meeting room counters.
- Wipe shelves of rolling carts that were used.
- Wipe up any liquid spilled on floors.
- Lay out any wet/dirty washcloths or towels to dry.
- Remove garbage from the kitchen and meeting room area.
- Place garbage bags in the dumpster at the south end of the parking lot for disposal.

The Meeting Room Policy states: *Organizations are responsible for their own room setup, clean up and garbage removal. The kitchen must be left clean.*

By signing below, the representative of the organization states that the Meeting Room and kitchen (if used) have been cleaned as listed above.

Name/Organization _____

Date of event _____