

ALLIANCE LEARNING CENTER/LIBRARY
COMMUNITY ROOM

CLEAN-UP CHECKLIST

LIBRARY HOURS:

JUNE-AUG: Mon, Tue & Thu - 8 am - 6 pm, Wed - 8 am - 8 pm, Fri & Sat - 10 am - 5 pm, Closed Sun

SEP-MAY: Mon thru Thu - 8 am - 8 pm, Fri & Sat - 10 am - 5 pm, Sun - 2 pm - 5 pm

NAME OF GROUP: _____

ROOM ASSIGNED: _____ DATE OF USE: _____

This facility is made available to the public by city tax dollars. It is the responsibility of the group using the meeting room to clean and to replace items at the conclusion of its meeting. Neither the library nor library staff assumes any responsibility for property of groups using the room.

A fee of \$15.00 will be incurred for clean-up done by library maintenance staff.

_____ Wash and replace the coffee makers.

_____ Wipe the table tops clean.

_____ Clean the sink area.

_____ Bag the trash and deposit in the container outside the main east door (Sweetwater Ave.)

_____ Vacuum carpet and return vacuum to the storage area.

_____ Replace tables and chairs in each room (four small tables placed together in a rectangle, with four chairs on placed each side, and one large table below the white wipeboard) and return any extra chairs/tables to their respective storage carts.

_____ Turn off equipment used and leave as placed in the room.

_____ Turn off the lights.

_____ Lock all meeting room doors and outside doors, as instructed, when leaving.

_____ ***Return the keys, bag, and completed checklist immediately*** to the front desk during library hours. After hours, place in the book drop outside the main east door on Sweetwater Avenue. (A fee of \$45.00 will be charged for keys not returned.)

Signature: _____ Phone: _____

***This facility is supported by taxes paid to the City of Alliance.
We would welcome hearing from groups who have enjoyed its use.***

STAFF: Initial and indicate time and date tasks were completed.

_____ *Bag Contents Checked & new Cleanup Checklist inserted*

_____ *Room Inspected* *Date:* _____ *Time:* _____

