

SEDGEWICK COMMUNITY HALL USER RESPONSIBILITIES

HALL must be rough-cleaned when you are finished using it.

1. All garbage collected, bagged and placed in the bins by the south exit.
2. All tables cleared and wiped clean. Stack the white tables at the south exit and the brown on the table movers (top to top, bottom to bottom) at the north west corner. **Please do not use the table movers on the hardwood.**
3. Stack chairs in piles of 6 and distribute on the north walls. Use the chair dollies to move chairs.
Do not drag chairs across the hardwood floor.
4. Please use the large floor duster on the hardwood.

**FAILURE TO LEAVE THE FACILITY IN GOOD CONDITION
WILL RESULT IN ADDITIONAL CHARGES**

KITCHEN is to be left as it was found. Note the following:

1. Use the brown tables only for serving hot food (white tables are heat sensitive)
2. Rinse jiggers well in cool water and drain.
3. Pop dispenser should be wiped down and overflow trays cleaned.
4. Kitchen floor swept and mopped.
5. Tea towels should be left in the kitchen for washing.

**ENSURE THE AIR CONDITIONER IS SHUT OFF,
LOCK ALL DOORS AND SHUT OFF THE LIGHTS
BEFORE YOU LEAVE**