

Madrid Public Library

Meeting Room Checklist

PLEASE RETURN THIS FORM WITH THE KEYS!!!!!!

Check off each as completed and sign the bottom of this sheet, please help us keep the meeting room clean & orderly by following these guidelines

- ___ Thermostat is adjusted upon leaving the room (62° for heat, 80° for air conditioner)
- ___ Turn off the "occupied switch" on the light switch.
- ___ Tables and chairs are to be cleaned and wiped off and returned to the original arrangement
- ___ Counter is to be wiped clean
- ___ Sink is rinsed and any stains or food deposits have been removed. (there is no garbage disposal system)
- ___ Excessive garbage or garbage with food remnants must be bagged and put in the outside garbage can at the west exit door or taken with you.
- ___ Check restrooms – be sure stools are flushed and the lights turned off
- ___ Turn off lights in the meeting room (light overhead the bay window stays on), and turn off hallway and lobby lights as leaving the facility. Outside lights are on a timer.
- ___ Please do not use any library supplies other than what has been assigned for use in the room. PLEASE DO NOT USE ANY OTHER SUPPLIES, THEY ARE LIBRARY USE ONLY! You will need to bring your own towels or paper towels to clean up
- ___ Lock all doors as necessary by using the hex key and releasing the bar. Please double check to see that they have locked, especially the outer doors.
- ___ Keys are to be returned to library staff, or may be placed in the book drop if it is kept in the plastic holder. If keys aren't dropped in the book drop please return them promptly.

SIGN NAME _____ Thank you