

Navarre Garden Club

NAVARRE COMMUNITY CENTER RULES AND REGULATIONS

FLAG

Always leave in northeast corner.

TV

Always unplug, return to safe location. VCR is not available. May bring your own.

WINDOW BLINDS & DRAPES

Rather not have them opened. If they are, be sure to lock windows and close blinds and drapes. No flyers (posters) in the windows.

FLOORS

Run sweeper or vacuum in conference room. Sweep kitchen and wipe up spills.

LIGHTS

Always turn off. Circuit breakers are on the left side of the building and not accessible. Please call the emergency numbers listed below.

AC/HEAT

Always turn to specified settings (depends on season).

TABLES

Always wipe off. No candles or glitter to be used. Restack tables against the wall with the blue rug strips against wall to protect wall.

CONFERENCE TABLE

Do not move the large conference table. There are no exceptions. If it is moved, your organization will be charged an additional \$50.

CHAIRS

Return to chair trucks and put trucks in proper location. Leave only blue chairs around the conference table.

COUNTER TOPS

Nothing is to be left on them. Always wipe off.

DISH DRAINER

Nothing is to be left in it.

DISH WASHER

If used, you must stay with it until it is completely finished and must be emptied.

COFFEE POT

Always empty grinds and pots.

REFRIGERATOR

Nothing is to be left in it. Anything left will be removed.

RANGE/OVEN

Always turn off. Wipe off any spills.

BATHROOMS

Always check lights; make sure they are off. Make sure no stall doors are locked from the inside. Empty trash.

TRASH

Place all trash (including bathrooms) in dumpster outside. Additional trash bags are in the first drawer of the center island as you walk in the kitchen. All trash must be bagged and placed in the dumpster.

LOCK ALL OUTSIDE DOORS

Failure to secure the building properly could result in an additional \$50 charge.

THANK YOU

for helping to take care of our building. Since we do not have daily cleaning service, it is up to each of us to take care of it and leave it clean for the next group.

IN CASE OF EMERGENCY

Call Kathy at 939-3834, or Linda at 637-7150, or Shirley at 939-2617. Please make sure it is an emergency. Frivolous calls will be charged an additional \$25 per call.

8/24/05

CHECK LIST

- Check back doors to be sure they have not been unlocked.
- All tables and chairs are returned to their proper place.
- Kitchen is cleaned, dishes washed and returned to cabinets, refrigerator emptied, coffeepot cleaned and unplugged, spills cleaned.
- Thermostat is set according to posted instructions.
- Check restrooms to make sure toilets have been flushed and lights turned off.
- All lights turned off.

