



Please prepare to leave these rooms by 6:55pm.

- ✓ Food and drinks are not allowed in the meeting spaces. Water bottles only, please. *Please help us keep the basement pest free.*
- ✓ Don't forget DIAPERS, please... dispose of dirty diapers in the dumpster near the soccer field entrance behind Town Hall.
- ✓ If you've made any mess on the tables or floor, please clean it up:
Clean table tops, and vacuum. The vacuum is kept in the small closet to the left of the stairs in the small activities room.
- ✓ Arrange all furniture as you found it.
- ✓ Turn off lights
- ✓ Flush the toilet (*Large Activity Room*)
- ✓ Shut off all faucets, make sure no water is running, (toilet or faucets) (*Large Activity Room*)

Thank you for helping maintain these shared spaces.

Signed _____ Date: _____