

## **AFTER YOUR EVENT**

*When reserving a room, please allow enough time for your group to set up before, and straighten up after, your reserved time.*

Library staff is available to help answer your questions.

We thank you and your group, in advance, for leaving everything the way you found it. This way we will be happy to welcome you back.

### **Clean Up, Put Away, Return Checklist:**

*(Any cleaning supplies you might need are in the closet of the Russell Community room)*

**Things to consider before you leave. Does your group need to:**

- Sweep floor
- Wipe down tables
- Wipe down chairs
- Empty trash can (place bags in the kitchen)
- Stack chairs neatly on chair carts
- Put tables back how you found them- (Please be careful tables and chairs do not block fire extinguisher or exit doors.)
- Leave Kitchen/Break Room neat and clean if your group needed to use it
- Turn off room lights
- Close and lock all windows
- Set alarm and close and lock all outer doors if you leave outside of library hours
- Return any keys borrowed