

ART CIRCLE PUBLIC LIBRARY MEETING ROOM USER CHECKLIST

A checklist should be completed before and after each event held in the library's meeting facilities. Whenever possible, a library staff member will accompany User while completing checklist. Groups having standing reservations will also complete a new checklist for each event.

Group Name _____ Date _____

Responsible Person for Group _____ Phone _____

Room(s)/Areas used _____

	<i>Before Event</i>	<i>After Event</i>
<i>Kitchen</i>		
Clean counters & sink		
Empty refrigerator		
Remove trash from building		
Remove extra tables/chairs		
Clean floor		
<i>Meeting Room Lobby</i>		
Clean floors		
Remove and store tables and chairs		
Credenzas clean and cleared		
<i>Meeting Room(s)</i>		
Spills on carpet		
Vacuum carpet		
Spills on chairs		
Washed tables		
Check walls for marks/splatters		
Check walls for anything attached		
Remove trash from building		
A-V/Sound equipment (if used)		
Turned off		
Microphones (counted, condition)		
Amplifier		
MultiMedia Projector		
DVD/VCR		
TV		
Overhead Projector		
Slide Projector		
Projection Screen		
Piano		

Additional Staff Notes:

Signature of User _____

Signature of Staff Person _____

Approved by the Cumberland County Library Board of Trustees on Tuesday, September 15, 2009; Reapproved Tuesday, March 19, 2013.