

## Community Center Use Instructions

**Decorating** - Do not put any tape on walls or doors. Command Strips or putty are ok, but take them off very carefully to not remove paint.

### Clean Up -

- Clean / wipe tables and chairs especially if food and drink were served. Cleanser and paper towels are in maintenance closet.
- Sweep / dust mop floor and vacuum carpet as needed. Dust mops and vacuum are in maintenance closet.
- Bag all trash, including bathroom trash, and take to outside dumpsters. Trash bags are in maintenance closet.
- Take down all decorations and signs.
- Remove extra food and drink from kitchen.

**Tear Down** - *If instructed by Fair Board member to tear down tables and chairs after event*

- Stage sections, tables and chairs go in storage room off Vinita Hall. **Stage Sections** go in first on left side of storage room door against the wall.
- **Tables** - Stack tables on carts and place on left side of storage room door after stage sections have been stored.
- **Chairs** - Place chairs in stacks of 10 and place on right side of storage room door using chair carts. ***Make sure storage room doors are not blocked.***
- Leave microphones, projector, screen, speaker cables, podium and other community center equipment on site.

### Final Actions –

- Turn thermostats to 74° if on a/c or to 62° if on heat. Vinita Hall - 2 thermostats, Welch Room - 1, Bluejacket and Ketchum Rooms - 2, Snack Area - 1, Lobby - 1.
- Turn off lights, including bathroom lights.
- Lock the doors and leave key on lobby counter.

**Questions?** Contact the Fair Board at 918-244-5454