

BRENTWOOD LIBRARY MEETING ROOM USER CHECKLIST

Review areas below prior to event and record/report existing damages.
A carpet sweeper and cleaning supplies will be available.

	<u>Before Meeting</u>	<u>After Meeting</u>
<u>Meeting Room</u>		
Carpet is clean.		
Tables and chairs are clean.		
All garbage removed and placed in Library dumpster (behind wooden gate to right/west of building).		
AV equipment/lights are off.		
Tables and chairs are stacked neatly and safely in storage closets.		
Outer doors are closed and locked.		
Window/door shades are opened.		
Personal property removed.		
<u>Meeting Room Hallway</u>		
Tables and chairs are stacked neatly and safely in storage closets.		
Sign is removed. (Sign may be posted one hour before event.)		
<u>Kitchen – if used</u>		
Counters, table, and sink are clean.		
Microwave is clean.		
Refrigerator is empty.		
Trash bins are empty.		
Floor is clean.		
<u>Other</u>		
Meeting Room key is returned. (Overdue charges will apply if not returned within 24 hours.)	<i>Not applicable</i>	

The following fees will be charged if the items on the checklist above are not performed, or items are damaged:

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| <ul style="list-style-type: none"> ♦ trash removal (\$25) ♦ meeting room floors swept (\$50) ♦ failure to return meeting room key (\$50) ♦ microphone replacement/repair (\$30-\$100) | <ul style="list-style-type: none"> ♦ tables and chairs cleaned (\$50) ♦ tables and chairs not put in closets (\$350) ♦ kitchen countertop and sink cleaned (\$25) ♦ maximum charge for failure to clean (\$150) ♦ whiteboard/easel replacement (\$750) |
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*The Library reserves the right to charge the costs of any cleaning/damages incurred during use of the space.

Open flames are prohibited; live plants must be in appropriate containers to protect furnishings.

No decorations may be attached to ceilings, walls or woodwork.

Vehicles dropping off large deliveries for event must stay on the parking lot.

The Library will not be responsible for, or provide storage for, office supplies or equipment of any kind.

Only Library staff may open/close the panel walls; arrangements must be made when the room is reserved.

A Library representative must be allowed to enter the room at any time.

No smoking, vaping, or alcohol shall be permitted.

Please be respectful of your shared space and keep sound and noise to a minimum.

Enter and exit through doors leading directly outside whenever the Library is closed.

Final exit must be prior to 10:00 PM when the alarms activate.