**Activity Rooms: Responsibilities Check List**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In the course of renovating these spaces, a serious pest problem (mice and bugs) was treated.**

* Food and drinks are no longer 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.
* Flush the toilet (Large Activity Room)
* Shut off all faucets, make sure no water is running (toilet or faucets) (Large Activity Room)
* If you’ve made any mess on the tables or floor, please cleanup: 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 (tables set up, chairs on top of tables)
* Turn off lights
* Enjoy!

**Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_**

 9/19/22