

# Menomonee Falls Public Library

## Meeting Space Use Checklist

Check-in at the Circulation Desk if using the Community Room or Board Room

Check-in at the Children's Information Desk if using the Children's Program Room

### General:

- Clean-up spills & wipe down tables
- Please use recycle bins to sort all recyclable litter
- Throw all non-recyclable trash in trash receptacles
- Discard large amounts of liquids (coffee, ice, etc) down the sink in the kitchenette or restroom
- Clean/rinse sink in kitchenette
- If there are any large spills on the carpet, contact a staff member immediately

### Furniture:

- Position chairs and tables according to posted arrangement

### Kitchenette (in Community Room only):

- Remove all personal containers
- Remove items from refrigerator
- Wipe down all counters

### Equipment (in Community Room only) t:

- Turn off control panel
- Return Microphones to their cases and to the closet
- Raise screen
- Raise privacy screens
- Close wall partitions
- Return podium to supply closet

### Equipment all other rooms:

- Raise screen (in Children's Program Room)
- Clean whiteboard
- Raise shades
- Do not move podium from its location or unplug cords

Stop at the desk to Check-Out and notify staff you are leaving.

Staff person will check to see everything has been put away, lights are off, and doors are closed and locked.