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):
☐ 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.