

COMMUNITY ROOM SET UP AND CLEAN UP CHECKLIST
HURSTVILLE INTERPRETIVE CENTER
Jackson County Conservation

Before you begin your event, we encourage you to take a few moments and walk through and around the building to ensure you leave the building and grounds as you found them. Failure to do so may result in forfeiture of your damage deposit.

_____ When using the building after regular business hours, doors are to be kept locked or secured by an attending person to ensure building security.

_____ Furniture and equipment may be moved to suit your group's needs, but must be put back the way it was when your group arrived. When moving furniture, PLEASE DO NOT DRAG items across the floor. Pick them up and move them.

_____ Tables and chairs may not be removed from the building.

_____ The use of Styrofoam materials in the Hurstville Center is discouraged. Groups may use the cups and dishes in the Center's kitchen if the kitchen is being rented with the Community Room.

_____ Grease and other foreign materials may not be put down sink drains. Please bring a coffee can or other container for disposing grease in the garbage.

_____ Please separate compostable materials such as fruit, vegetables, coffee grounds, etc. and place in provided compost container.

_____ No person shall place any waste, refuse, litter or foreign substance in any area or receptacle except those provided for that purpose.

_____ Staples, nails, pins, thumbtacks, tape and other defacing devices may not be used on interior or exterior surfaces such as walls, doors, trim, etc.

_____ Pets are not allowed in the Hurstville Interpretive Center. Working animals such as guide dogs are allowed.

CLEAN UP

_____ Users must provide their own dish cloths, towels, paper towels, cleaning rags, soap, garbage bags, etc.

_____ Brooms, dustpans, mop & bucket and vacuum are found in the closet under the stairs.

_____ Tables and chairs must be cleaned and replaced as they were found.

_____ Kitchen sinks, counter tops, walls and floor must be cleaned, including coffee pot, refrigerator shelves, stovetop, and oven.

_____ Floors must be cleaned and vacuumed as necessary.

_____ Restrooms shall be left in the manner in which you found them.

_____ Litter must be picked up outside the building, including the parking lots.

_____ Users must remove garbage and all decorations from building and premise.

_____ Place fruit & vegetable matter, and coffee grounds in provided compost container.

_____ Take all items with you that you brought including food and containers. JCCB is not responsible for any items left by other parties.

_____ Immediately following your event, remove any directional signs placed along roadways to guide people to your event.