



# *Town of Waco*



## **Community Building Usage Policies**

- Please refrain from using any type tape on walls for decorations.
- Please refrain from using excessive glitter for decorations.
- Please respect the Building and its contents.
- Please do not remove any items from building that you did not supply.
- Please report any breakage of damage immediately to a Town official.
- Please wash any kitchen items used prior to putting them away.
- Please avoid opening windows or blinds unless approved to do so.
- Please be responsible for your actions.
- The Cleveland County Code of Ordinance states that “It shall be unlawful for any person to drink or otherwise consume any malt beverage, wine or other intoxicating liquor in any public place within the boundaries or confines of the county”.

## **Cleaning checklist prior to leaving**

1. Clean appliances (stove – microwave) and wipe down all counters.
2. Clean out refrigerator and throw everything away.
3. Sweep the floors in the kitchen, bathrooms and large gathering area.
4. Mop the floors in the kitchen, bathrooms and large gathering area.
5. Clean toilets.
6. Pick up any trash left around the building exterior including around the picnic area.
7. Remove all trash from bathrooms and kitchen and place in outside trash receptacle.
8. Please roll large trash receptacle to sidewalk after all trash has been collected.
9. Please set heat to 55' / air conditioning to 80' prior to exiting the building.
10. Please assure all doors are locked and lights are out when leaving.

Thank you!

**Town of Waco**

*(The Town of Waco is not responsible for accidents on the property)*