



# *Town of Waco*



## **Community Center Usage Policies**

- Please refrain from using glitter and placing any tape or tacks on walls or door frames for decorations.
- Please wipe down tables and put away the chairs and tables neatly before leaving.
- Please do not slide or move the white tables, the piano or chair caddy's to avoid scratching the floor.
- 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.
- Maximum occupancy per Cleveland County Fire Marshalls office is 69 guests.
- 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".
- Please refrain from parking on the grass directly in front of the Community Center. Encourage your guest to park along AW Black St., on the lawn to the left of the building and in the vacant lot on the right side of AW Black St.

## **Cleaning checklist prior to leaving**

1. Clean appliances (stove – microwave – coffee pot) and wipe down all counters and tables.
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 bin.
8. Please roll large trash bin 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!

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