

# GREENFIELD COMMUNITY LEAGUE FACILITY USER RESPONSIBILITIES

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Greenfield Community League is a proud community that is pleased to offer groups a facility that is well equipped, clean and community maintained. We ask that you respect the facility and help to us uphold our standards by completing the following after each use.

- Wipe counter tops
- Wipe stove
- Rinse sinks
- Wipe out microwave
- Ensure gas line is turned off if stoves/ovens were used
- Remove all decorations and tape remnants
- Pick up all debris (including paper products in the washrooms) and discard accordingly
- Replace tables and chairs in storage area. Stack according to the stacking chart in the storage room
- Sweep floors
- Wet mop the floors with cold water
- Wipe tables
- Vacuum the carpet in the library if occupied
- Pick up all garbage, bottles and cans left outside the doors of the facility.
- Pick up all cigarette butts from outside the facility doorways
- Remove garbage and place in the bin out front in the parking lot. New garbage bags can be found in the Custodial room

## **Smoking Policy:**

- Smoking is prohibited in the facility.
- Smokers must smoke outside the facility away from the doors.
- Butts must be discarded in a coffee can or similar receptacle and discarded off the premises. Do NOT put in the garbage bins in the facility.

**Failure to complete the following will result in a loss of partial or full deposit and/or charges for cleaning or repairs.**