

Meeting Room

Inventory

Folding Chairs	72
Tables	12
Chair Rack	1
Table Cart	1

Cleaning Checklist

Trash	Place all trash in cans. Do not remove bags from trash cans. If more bags are needed, please see staff for assistance.
Tables	Leave in place and staff will put them on cart.
Chairs	Leave in place and staff will put them on rack.
Window Blinds	Leave open/ Do not raise.
Floor	Sweep and place dirt in trash container.

Rules

1. All guests must comply with WCPR Code of Ethics and rental agreement.
2. Children under 12 years of age will be supervised by an adult.
3. At no time will anything be hung from the ceiling.
4. Decorations must be attached with painters' tape or command strips to block walls only.
5. Do not sit or stand on tables.
6. Do not stand on chairs.
7. Blinds must remain open at all times.
8. If you have a large spill or mess, please notify gym staff for assistance.
9. Once room has been cleaned and all items have been removed, please see staff member for checking out of the facility.