WARREN COUNTY PARKS AND RECREATION DEPARTMENT

Michael Buchanon Gym Meeting Room Rules

Inventory

Folding Chairs	72
Tables	12
Chair Rack	1
Table Cart	1

Cleaning Checklist

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 Blind	Blind must remain open and must remain in the lowered position.
Floor	Sweep and place dirt in trash container.

Rules

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