WARREN COUNTY PARKS AND RECREATION DEPARTMENT

Senior Center Rules and Checklist

Inventory
Black Chairs 50
Color Chairs 15
6ft Tables 14
Round Tables 8
Chair Rack 1
Table Cart 1

Cleaning Checklist

Trash	All trash must be removed, taken to outside dumpster and trash bags replaced.
Tables	All tables must be wiped down before being stored away.
Chairs	Black chairs must be stacked and returned to storage closet; colored chairs should be lined along back wall.
Floor	Sweep and spot mop the main floor; all spills, sticky residue and crumbs must be cleaned up.
Kitchen	Please remove all your items from kitchen area. Wipe off countertops, sink, and stove. Used rags should be laid flat to dry and the floor must be mopped.

Two 6ft tables can remain out, all others must be returned to storage closet unless otherwise instructed.

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 only. **Push pins, tacks, tape and adhesive stickers (glue dots) are NOT approved for use.**
5. Do not sit or stand on tables.
6. Do not stand on chairs.
7. Once building has been cleaned, place key in island drawer, turn off all lights and ceiling fans, lock all doors as you exit.