

HANDOUT

CHECKLIST FOR COMMUNITY BUILDING USE

We now require the request of the facility in writing, either in person or by fax machine. If requested in person, confirmation can be given at that time; if requested by fax, a form will be sent to you by fax, which must be filled out and returned along with the payment for use before confirmation can be given. This will help ensure that the date and time you requested can be easily verified by both yourself and the Housing Authority personnel.

After your request has been submitted and approved you can pick up the key at the office the day prior to your event. When your event is over, please put the key in our RENT DROP BOX located outside of the building by the office.

By signing the Release of Liability form, you have accepted the responsibility to return our Community Building to its proper order after your group's use of our facilities. To help ensure you understand this obligation, please follow these guidelines to protect our premises after working hours:

1. Adjust thermostats in both rooms to 68 in winter and 80 degrees in summer.
2. Make sure all water is turned off in kitchen and bathroom sinks.
3. Make sure doors on icemaker and refrigerator are closed.
4. Turn off oven and cook top.
5. Sweep and mop all floors! **THIS INCLUDES LOBBY AND ENTRY AREAS!**
6. Wipe off all tables and countertops, and return all tables and chairs to original places.
7. Do NOT take down or move any decorations without prior approval.
8. NO SMOKING OR ALCOHOLIC BEVERAGES inside building at any time.
9. Flush commodes, if needed. Turn off lights and fans. Clean floors, if needed.
10. Take your trash bags with you—DON'T LEAVE THEM HERE!
11. Turn off ALL lights (a security light will remain on automatically).
12. Make sure ALL EXIT doors are locked.

Failure to comply with the proper care and securing of our premises can result in denial of future use of our facilities and /or charges for any damages.

Please help us keep our Community Building clean and secure. It is available for your convenience. Help us ensure the safety of our premises so that we can continue to offer its use.

NOTE: FOR YOUR OWN PERSONAL SAFETY, WE ADVISE YOU TO DEADBOLT THE FRONT ENTRANCE DOOR ONCE YOUR MEETING HAS BEGUN! OTHERWISE, YOU HAVE LEFT THE BUILDING OPEN TO THE PUBLIC AND ANYONE MAY WALK IN!

In case of an unforeseen emergency call the following numbers: 870-810-2491

Thank you,

Pocahontas Housing Authority