

# COMMUNITY ROOM CHECKLIST

## To avoid a \$25 fee, you must

- Return tables and chairs to their original locations.
- Avoid serving drinks and messy foods that stain, in particular red food dyes.
- Take your trash home with you.
- Vacuum the floor using the vacuum cleaner inside the accordion closet.
- Clean up any spills immediately.
- Wipe tables.
- Clean off chairs and wipe off spills and spots.
- Wash any dishes you use and put them away. Leave towels on the rack below the sink to dry.
- Clean out the microwave and toaster oven if you use them, and unplug them.
- Take home any of your food or drinks from the refrigerator.
- Do a last check of room, counters, sink, and restroom and clean up any food or trash.

## During your event, you must NOT

- Smoke or drink alcohol anywhere on library property.
- Use any of Selover Library's food, drinks, bags, or paper products that you find in the cupboards or refrigerator.
- Be so noisy or rowdy that you disturb library staff, patrons, or neighbors.

## Other Important Information

- You can adjust the room temperature for your event with the remote control on the bookcase wall. Turn off the unit before leaving the building.
- *On winter days when the library is closed:* It is your responsibility to clear snow and ice from parking lots and sidewalks.
- If you have an immediate need such as an electrical outage, you may text a number left in the community room. This is an after-hours phone number and will not always be available.
- *On days the library is closed:* After your event, set the alarm using the 4-digit code you received when you registered. Lock the exterior door from the outside and return the key in Selover Library's media drop, which is located to the left of the library's main entrance door.  
*On days the library is open:* Inform library staff when you are done with the room and do a walk-through with them.

**IN CASE OF EMERGENCY, PLEASE CALL 911.**

Rev. 06/03/23



**SELOVER PUBLIC LIBRARY**  
CHESTERVILLE, OH

SELOVERLIBRARY.ORG

419-768-3431

HOURS: TUES-WED 1:00-7:00 | THUR-FRI 10:00-5:00 | SAT 10:00-3:00