

Pewaukee Public Library CHECK OFF LIST

To be filed out by the person checking in for the Organization

Date:	
Organization Name:	
Contact Name:	

- ✓ CHECK IN at the Circulation Desk.
- ✓ Please let Circulation Desk know immediately if the room is not in order (e.g. trash full, food or debris on floor, etc.).
- ✓ Library Staff is not available for setting up or cleaning up meeting rooms.
- ✓ The meeting rooms MUST be vacated by 8:15PM (or 4:45PM on Friday & Saturdays), no exceptions.
- ✓ Please RETURN Completed Form to Circ Desk at CHECK-OUT. Thank you!
- ✓ REMINDER: If damage or misuse of the room occurs or the room is not returned to the original condition, then room privileges may be revoked (including emptying the trash bin or vacuuming).

Room Reserved: ___ Community Meeting Room (CMR)
 ___ Visaya Conference Room (VIS)
 ___ Multi-Purpose Room (MPR) *children's area*

Purpose for Meeting? _____

How many people attended meeting? _____

After Meeting Check-Off List:

- Clean Kitchen
- Clean Tables and Chairs
- Return extra table and chairs to storage closet
- Carpet vacuumed (if necessary); located in the large storage closet.
- Set room back to Room Layout Configuration (see wall diagram by meeting room door)
- Empty Trash - dumpster outside (for large groups OR when food is served)
- Check-Off List /Survey Returned to Circ Desk

Comments/Suggestions:
