

**Below are some of the items governing the use of this Facility for events other than meetings:**

- Before the facility can be used by any group, the sponsoring group must do the following:
  1. Appear before the Galano Board with the request which is to include the date, time and purpose.
  2. It is a good idea to contact the affected groups to make sure the groups are willing to be displaced.
- It is a good idea to meet with the Buildings and Ground Chairperson prior to the event to review the use of the facility.
- If the single exterior door in Room One is unlocked, make sure it is locked back.
- If using the stage make sure there is padding under each leg so as to not cut the flooring.
- NO curtains, drapes, decorations are to be hung for the electrical conduits.
- NO curtain, drapes, decorations are to be hung from **any** light fixture.
- All decorations and anything used to secure them are to be completely removed from the building at the end of the event. All rooms used must be left cleaned and ready for meetings to be held there the next morning.
- The wooden framework in Room One is not strong enough to be climbed on - so don't.
- **NO** framed artwork or readings are to be moved, or taken down, anywhere in the clubhouse.
- The facility is to be left as clean as it was when the event was set up.
- **NO** nails or duct tape are to ever be used on any of the painted walls (drywall areas).
- Please insure that all furniture (chairs, tables, etc.) are returned to their correct areas.
- While preparing for an event please be respectful of any meetings which may be going on.
- All trash is to be placed in the dumpster. In the event the dumpster fills up please place the rest of the **bagged** trash to the right side of the dumpster. **DO NOT** place ANY trash in front of the dumpster. Buildings and Grounds Chairperson will give a temporary combination to the head of the event. That set of keys is not to be removed from the property. They should be stored in the lockbox when not being used. The keys are labeled as to what doors they are for. (Upstairs storage, Board Room, downstairs utility room, downstairs storage room near the dumpster, key to single door in room one.)
- Keys for the fire alarms are found on the back of the utility room door and are labeled. They need to be returned to that door when not in use.

**Below is a checklist which will be issued to the sponsoring group:**

1. The single door in room one has been locked (nearest the electrical panel) \_\_\_\_
2. All rooms are ready for use by meetings the next morning \_\_\_\_
3. All furniture has been returned to the rooms where it was removed from \_\_\_\_
4. There is **no trash in front** of the dumpster \_\_\_\_ (**Dumpster company will not pick up if there.**)
5. All decorations and attachments have been removed and have been discarded or returned to the upstairs storage room \_\_\_\_
6. The stage has been returned to the corner of Room One \_\_\_\_
7. All keys have returned to the lockbox and it is locked \_\_\_\_
8. The Clubhouse has been cleaned \_\_\_\_
9. A walk through of the facility done to insure no one is inside before locking up \_\_\_\_
10. All doors are locked \_\_\_\_