

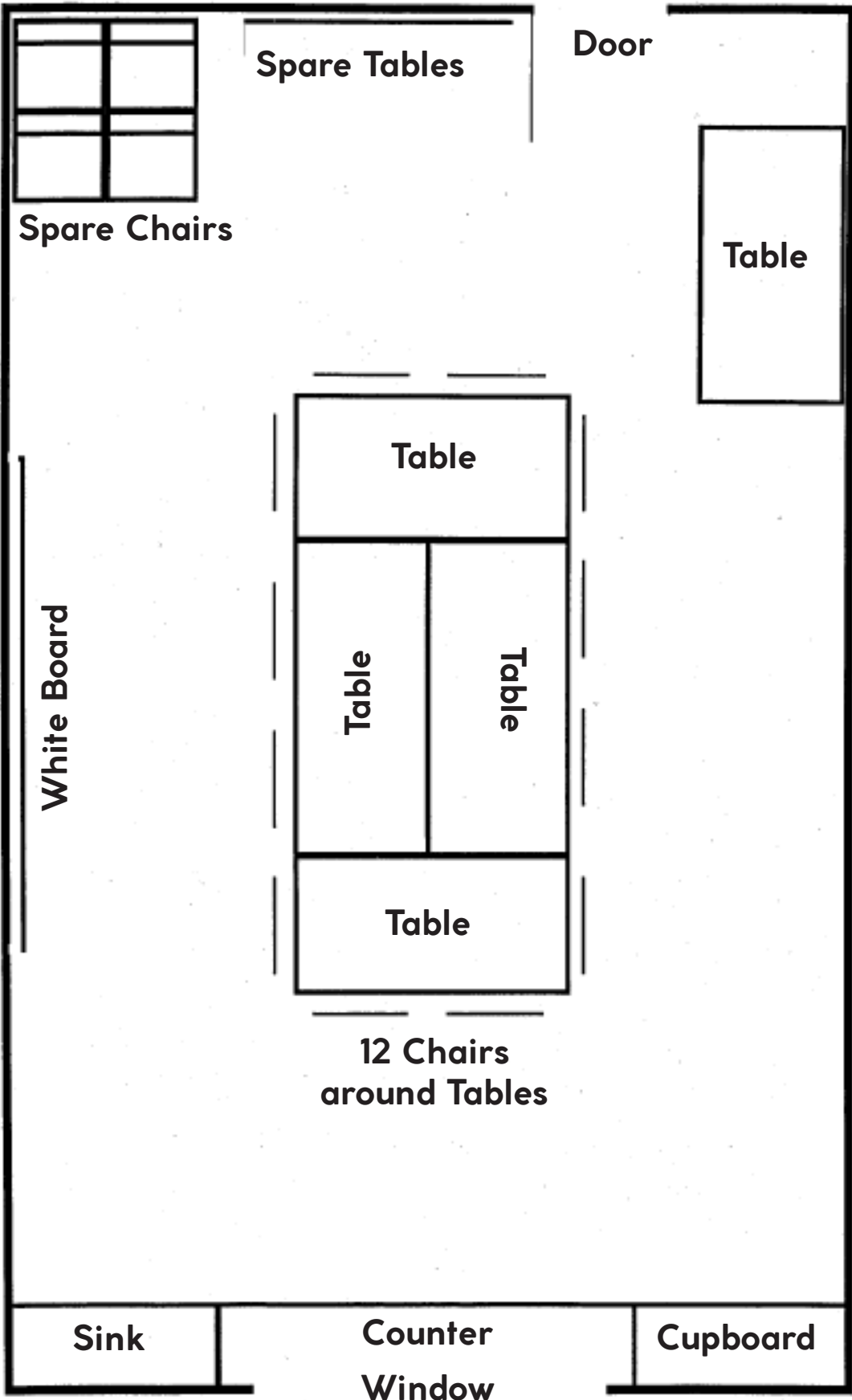


## COMMUNITY ROOM CLEAN-UP

We hope you enjoy using the BriarPatch Community Room!

Before leaving, please:

- Return tables and chairs to the arrangement shown on the diagram on the back of this page.
- Fold up leftover tables and move them against the wall. (Leave 4 tables out, see diagram for placement.)
- Stack any leftover chairs against the back wall. (Leave 12 chairs out, see diagram for placement.)
- Vacuum the floor if debris is visible. (Vacuum is stored in the "clean-up cupboard")
- Wipe down tables. If needed, cleanser is provided in the "clean-up cupboard"
- Clean sink and surrounding countertop area if needed.
- Clean the white board with the eraser provided.
- Gently take down any decorations or visual aids.
- Take everything with you that you brought in.
- Alert a BriarPatch employee if trash or recycling containers need to be emptied.
- Change the sign on the door to read "Vacant"
- Tell a BriarPatch employee at the Customer Service counter that the room has been vacated.



Spare Tables

Door

Spare Chairs

Table

Table

Table

Table

Table

12 Chairs  
around Tables

White Board

Sink

Counter  
Window

Cupboard