

## Community Partners Center for Health & Human Services MEETING ROOM CHECKOUT FORM

Thank you for using space here at the *Community Partners Center for Health & Human Services*. As a contribution to the nonprofit community, we make this space available to nonprofits at no cost. In order to keep our facilities clean and usable for others, streamline operations and control costs, we ask that you use the following checklist at the conclusion of your meeting:

<input type="checkbox"/>	Wipe down tops of tables with multi-purpose spray cleaner and paper towels (located in first floor kitchenette underneath the sink).
<input type="checkbox"/>	Wipe down top of buffet and catering area (at the back of room) with multi-purpose spray cleaner and paper towels. Bring down catering door with automatic switch in the kitchenette.
<input type="checkbox"/>	If the trash and recyclable bins are full or almost full, please take them out to the trash/recycling containers in the fence-enclosed area of the parking lot, to prepare for meeting room users that follow you. Be sure to secure the trash enclosure gate.
<input type="checkbox"/>	Return all shades to the position you found them in.
<input type="checkbox"/>	Turn remote Crestron A/V unit off (Hit "exit" button on remote at podium). Turn off and put away all boundary/table, hand-held and lapel microphones.
<input type="checkbox"/>	Scan the floor for any large crumbs, trash or spills.
<input type="checkbox"/>	Turn off all lights.
<input type="checkbox"/>	Do you have large amounts of food left over from your meeting? Feel free to call Manna on Main Street, Lansdale at (215) 855-5454 and they'll come and pick it up for you.

<b>PROBLEMS REQUIRING ATTENTION:</b>		
<input type="checkbox"/> Batteries	<input type="checkbox"/> Damaged Furniture	<input type="checkbox"/> Crestron (A/V) unit
<input type="checkbox"/> Lights	<input type="checkbox"/> Window Shades	<input type="checkbox"/> Projection Screen
<input type="checkbox"/> Spills	<input type="checkbox"/> Projector	<input type="checkbox"/> Door Locks/Security Code
<input type="checkbox"/> Catering Garage Door		<input type="checkbox"/> Other – Please explain
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Sponsoring Organization: \_\_\_\_\_ Name/Day of Meeting: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Contact Phone/Email: \_\_\_\_\_

***If you filled out the "Problems Requiring Attention" part of the form, please bring it upstairs to Suite 206. If no one is in, please slip the form under the door. Thank you.***