

EXTERNAL BOARDROOM GUIDELINES AND RULES:

1. Please put all tables and chairs back in the correct set up. (as posted on the walls)
2. Wipe down all tables.
3. Take all garbage either to the outside dumpster. Do not leave your garbage in the boardrooms as there is only garbage pickup once a week.
4. Take all cardboard boxes (including pizza boxes) outside and place in the cardboard bin. (Garbage bin is located at the back on the west side of the building)
5. If you have ordered food please ensure that all plates, pots, etc. are picked up before 4:30 or take it yourself back to the cater.
6. Ask for a coffee bill for the coffee you use.
7. Do not go into the cupboards in the sheep centre or use items there as they do not belong to the building, but are purchased by ALP.
8. Return key to box beside the coat rack.
9. Be responsible if you break something you are responsible to pay for it, so please let someone in the office know and we can work it out.

It is not fair that other groups are left to clean up after your meetings, if we all follow these guidelines the rooms will be kept clean and ready for the next group.

If the above guidelines are not followed, your privileges can be revoked.