



# Sidney Public Library

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## Community Room Checklist

PLEASE.....

- Be sure the rental fee is paid.
- Vacuum the carpet if necessary. A vacuum cleaner can be found in the closet.
- Replace furniture to its original location.
- Turn off the bathroom, hall and community room lights (one hall light will stay on for a night light).
- If any food has been thrown in the trash can or if the trash can is full, take the trash to the dumpster west of the library.
- Make sure all appliances are cleaned and shut off.
- Make sure the front door and community room doors are locked.
- If you borrowed keys, place them on the counter or in the drop box.
- Record the number of people in attendance. Use the paper slips on the counter.

**Thank you for helping us maintain a community room for all to use.**

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