

Walton & Tipton Township Public Library

Community Room Rental Rules

Thank you for choosing to hold your event at our Community Room. We hope you enjoy your visit!

Please make sure to follow these rules:

- 1) Clean/wipe down any tables and chairs that have been used and put them back where they were found.
- 2) Remove trash and put in trash tote after event.
- 3) If you have more than one bag of trash, please take it with you. The library has limited capacity for trash, so we can only allow one bag per event to be left in our trash tote.
- 4) Please vacuum after use. A vacuum is provided for your usage after an event.
- 5) Absolutely no flames or anything that could produce a flame, such as candles.
- 6) If using the kitchen area, please clean all surfaces.
- 7) If using the coffee station, please turn it off, clean the coffee pot(s), and throw out any used filters/coffee grounds. Rinse the basket before putting it back into place.
- 8) Any items left in the refrigerator will be thrown out the next day, so make sure you take all food/drink(s) with you.
- 9) Absolutely no red-colored beverages in the Community Room.
- 10) Tacks, nails, screws, and any other item(s) that may be used to hold up something are NOT allowed.
- 11) Make sure to leave the key in the drop box after you have locked the front door.

Thank you for using the Community Room of the Walton Library. We hope you had a great event and will visit us again.