INSTRUCTIONS FOR GROUPS USING THE HAYES ROOM

CHECKLIST FOR LEAVING HAYES ROOM:

• If you brought food, please clean-up the sink area and wash tables.
• If you have filled the trash container, please take the trash out to the dumpster.
• Return tables and chairs to original locations as shown in the photographs. Stack chairs and place tables and chairs against the wall. Please stack chairs no more than 5 high. Place benches by the large windows.
• Make sure to return the blinds to a down but open position (see picture for reference).
• If you removed any outlet plugs, be sure to put them back in the outlets.
• Be careful not to block the fire alarm pull.
• Turn the lights off.
• Pull the door shut tightly. Let staff at the front desk know when you are finished with the room so they can lock the door.
• If using the space after hours, exit by the School Street door.
• If you have any problems with the space, please notify staff at the front desk.

CONTENTS OF THIS ROOM:

• 40 Blue plastic stacking chairs
• 44 folding chairs on the rack
• 5 beige rectangular tables, 1 square table, 1 round table
• Speaker stand
• Wooden podium, 1 wooden stool
• 3 wooden benches on stage area
• 2 standing easels stored under the stage area

SPACE CAPACITY IS 75 PEOPLE.

Please note that there will be a service charge if the above procedures are not followed. Thank you for your cooperation!
INSTRUCTIONS FOR GROUPS USING THE EAST MONTPELIER ROOM

CHECKLIST FOR LEAVING EAST MONTPELIER ROOM:

- Return tables and chairs to original places, as shown the photographs.
- The four tables should be placed together with chairs on each side.
- Stack the remaining chairs against the wall. Please stack chairs no more than 5 high.
- Close white board cabinet (wash off any marker), roll up screen.
- Turn lights off.
- Pull outer door shut tightly. Make sure it is latched and cannot be opened from outside.

CONTENTS OF THIS ROOM:

- 40 Blue and green plastic stacking chairs
- 6 faux wood tables
- Hanging rack with clothes hangers

SPACE CAPACITY IS 50 PEOPLE.

Please note that there will be a service charge if the above procedures are not followed. Thank you for your cooperation!