



VERMILION PARISH LIBRARY

PO DRAWER 640 ABBEVILLE, LA 70511
405 E. ST. VICTOR ST. ABBEVILLE, LA 70510
337-893-2674 FAX: 337-898-0526

CHECKLIST FOR MEETING ROOM USERS

- _____ All refreshments are cleaned up and removed.
- _____ All trash must be removed from Library facility.
- _____ Empty trash cans must be set outside meeting room doors.
- _____ Clean trash bag is placed in trash receptacle.
- _____ All caterer materials have been returned or removed from room.
- _____ Kitchen is clean and in good order.
- _____ Kitchen counters and tables have been wiped and are clean.
- _____ All meeting room chairs have been stacked on chair dollies (NOTE: **no more than 10 chairs per dolly**)
- _____ Tables in meeting room are arranged in an orderly and neat manner.
- _____ Meeting room floors are neat and clean; all trash or meeting materials have been picked up.
- _____ Audio visual equipment is turned off after use.
- _____ Library equipment if used has been returned.
- _____ All lights in meeting room, kitchen and hall are turned off.
- _____ Door(s) to meeting room are locked
- _____ Door to kitchen is locked.
- _____ Front door is locked.
- _____ Was front door left open during meeting? _____ yes _____ no _____ **staff initials**
- _____ Attendance was marked on slip provided by the library. (**Staff only**)
- _____ Checklist, key and attendance were returned according to library policy. (**Staff only**)

Attendance _____ Group Name _____

Library Board Approved 11/28/07 Date _____

Amended 2/9/2011