

North Valley Public Library COMMUNITY ROOM CLOSING INSTRUCTIONS

- ✓ Community room restored to the condition in which you found it
- ✓ Back door (behind storage room) closed and double-locked
- ✓ Storage room lights off
- ✓ Heaters in bathrooms set to low
- ✓ Bathroom and hallway lights off
- ✓ Door between storage room and bathrooms closed
- ✓ Door between storage room and meeting room closed
- ✓ Meeting room heat turned down to 55 degrees
- ✓ Donation or fee paid for use of meeting room
- ✓ Meeting room light off
- ✓ Key returned in book drop immediately after the meeting