

Set-up

- There are tables and chairs available for use. We have about 100 chairs, six 8ft tables, two 6ft tables, and a podium.
- There are no microphones or additional technical equipment, though the electrical outlets do work. You will need to provide your own tech and tech support if your event requires it.
- Be very careful about the wood floors – *do not drag the furniture*. The floors are thin and cannot be refinished again. They scuff and scratch very easily. Please *lift* all chairs and tables when setting up. The podium has two wheels only, so you have to tilt it to one direction to move it.
- You may use the refrigerator to hold food during your event. Please remember to empty it afterwards.
- You may *not* light candles in the Keene Center.
- You may *not* use or remove any supplies that are in the kitchen. This is the property of the CLAS Dean's Office.
- The rugs in the Keene Center cannot be moved for any reason.

Clean up

- *Check carpets for stains*. Spilled food or beverages should be cleaned *immediately*. Please pick up food and mop up excess liquid.
- Throw all trash away and take your trash bags to the dumpster. Replace the trash bags in each trash can. Trash bag supply is in the storage closet.
- Vacuum the green carpets.
- Sweep the wood floors with the dry mop.
- Clean all glass surfaces with paper towels and Windex (available in the kitchen).
- Straighten pillows, cushions, and replace furniture. Refer to the black notebook in the kitchen for furniture arrangement. Please be meticulous about this.
- Clean the kitchen and remove your food from the fridge.
- Turn off all lights. To turn off the lights that have the dimmer switch, you must push the lever all the way down until it clicks.
- Lock the doors. The front doors (entrance in Dauer) must be locked manually. Check the back (west-facing) doors to the outside as well.

**If it is determined that your department/group did not adhere to these guidelines,
you will not be able to use the space again in the future.**

If damage is incurred as a result, you may be required to pay for repairs.