

## **House Rules for Using the Peace & Justice Center**

The Peace & Justice Center is available for members to schedule in usage.

Please contact a Board member to do so. There are some house rules.

- 1) Clean up after yourselves. This may mean putting things back where you found them, emptying the trash, washing dishes, etc.
- 2) Please be sure to close the drapes and shut off all the lights except for the one over the closet by the desk.
- 3) Provide a written explanation of items that can not be returned to their original location.
- 4) Provide a written explanation of anything that was broken during your meeting.
- 5) We are Green so please use the compost, recycling and landfill appropriately.
- 6) Feel free to use the refrigerator and please don't eat or drink anything others may have left.
- 7) Please keep out from behind the desk.
- 8) If needed we will ask for a cleanup fee before you can use the place again.
- 9) Do make sure the place is locked up properly when you are done.

Thank you. This makes it easier for all concerned, especially the volunteers who staff the place.