

GUIDELINES FOR USE OF MATILDA GIBSON LIBRARY CLUBROOMS

Since many different civic groups make use of the clubrooms in the Matilda Gibson Library, it is necessary to have a coordinated effort in maintaining the facilities. We ask your cooperation in following the few basic rules as stated below. Thank you.

Board of Directors
Matilda Gibson Library

1. Keep the back door locked at all times. If it is necessary to use the back door for any reason, please lock it immediately. It does not lock automatically when it closes. The bolt MUST be turned from the INSIDE.
2. Do not move the piano. The piano is big, heavy, and awkward. By trying to move it, a person might not only cause damage to the piano, but might also injure himself seriously.
3. Please do NOT use masking tape or scotch tape on the walls or ceiling. The pictures you tape up might look nice while they are up, but the ugly marks that are left when the tape is pulled off remains unsightly for everyone else using the room.
4. Wash, Dry, and return all dishes, etc. If your group uses any kitchen equipment, please be sure to wash it thoroughly, dry it, and return it to the proper place. Please try to leave the kitchen as clean and neat as you found it, or better. No one likes to open a drawer or cupboard and find dirty dishes.
5. Return chairs and tables to original positions. If it is necessary for you to re-arrange the furniture for any reason, please return the furniture to its original location. PLEASE DO NOT DRAG ANYTHING ACROSS THE CARPET.
6. Before leaving, please check the following:
 - a. Back door
 - b. Fan
 - c. Stove
 - d. Windows
 - e. Lights
 - f. Ash Trays
 - g. Debris - should be placed in baskets or garbage

THANK YOU FOR YOUR COOPERATION