



deKoven House Community Center
Meeting Room Rules and Guidelines for Use

- I. NO SMOKING OR OPEN FLAME ALLOWED.
- II. NO ALCOHOL IS TO BE SERVED.
- III. DO NOT USE ANY TYPE OF TAPE ON THE WALLS OR OTHER SURFACES.
- IV. PARKING IS LIMITED. Parking in the deKoven House lot is extremely limited during the day. Handicapped spaces (so marked) are reserved. The Rockfall Foundation reserves the right to have improperly parked cars (on the grass, or blocking access) towed at the owner's expense. Additional parking is available at the public parking lots to the south and west of the deKoven House.
- V. RESERVE SUFFICIENT TIME FOR SET UP AND CLEAN UP. After each meeting, the lights should be turned off, kitchen cleaned, tables and extra chairs if used, are to be returned to the storage area so that the rooms are returned to their original set up by the end of the reserved time (see Large Meeting Room diagram on west wall near the door). **Those using the room at night must vacate the building no later than 10 p.m.**
- VI. KITCHEN CLEAN UP AND TRASH. All dishes, glasses, cups, and coffee pots are to be washed, dried, and put away. All garbage and recyclables are to be placed in the appropriate containers. Excess garbage should be properly bagged. Recycling is encouraged, but please adhere to the appropriate guidelines of washing plastic, flattening cardboard, etc...
- VII. TURN OFF THE LIGHTS AFTER EACH MEETING.
- VIII. FOR EVENING MEETINGS, THE RESPONSIBLE PARTY SHOULD LOCK THE OUTSIDE DOOR WHEN LEAVING.
- IX. THERE IS NO TELEPHONE FOR PUBLIC USE.
- X. PLEASE IMMEDIATELY ADVISE THE ROCKFALL FOUNDATION OF ANY PROBLEMS OR CONCERNS: Call (860) 347-0340 OR e-mail tmarino@rockfallfoundation.org