

-USE OF ALUMNI HOUSE-

1. You will need to supply your own tablecloths, plates, napkins, plastic dinnerware, cups, coffee, sweetener and cream.
2. If you have/serve food, please make sure the floors are clean before you leave. Always damp mop the floors after use. The broom, the dust pan, vacuum cleaner, mop and mop buckets are located behind the standing screen close to the restrooms. Please leave the Alumni House clean for the next group. If you don't want to clean you may call Marion Collier to clean it for you for a fee at 262-3568.
3. Clean and wipe the counters, sinks and tables. Cleaning supplies are under the sink in the kitchen. Leave the tops of the coffee makers open to air out after using.
4. There are cleaning supplies, extra toilet paper and paper towels under the sinks in both restrooms.
5. Collect the trash from all the rooms- restrooms and place in the dumpster located outside by the main school building.
6. You may move the tables and chairs around for your gathering, but please put everything back the way you found them. **DO NOT MOVE THE PIANO!**
7. Alumni House is wheelchair accessible.
8. When exiting the building, make sure all outside doors are shut. Shake the doors by the handles on the outside to check.

These items are available for your use:

Two 14 cup coffee pots
large ice maker
oven with stove top
punch bowl with ladle
3 folding round tables
10 long tables (96"x30")
90 folding-chairs
1 round table (in kitchen)

1 large 100 cup coffee maker
microwave
side by side refrigerator and freezer
assorted bowls and serving plates
assorted silverware
3 folding round tables
Piano
one 96 X 30 table with 7 chairs (in kitchen)

If you need assistance please call: Marilyn Gollnitz Kooch H. 227-3855 C. 330-6873

*If supplies mentioned above need to be replenished, please advise Marilyn.

Jan 14 '14