

Guidelines for Use of Niwa House

The club-house is being used extensively by many members for an array of events. To ensure that it is clean for everyone, we ask that you please:

- Do *not* consume food or drink that is in the larder or fridge. It might be purchased by others for an event and stored there temporarily;
- Leave the space clean and in good order;
- *Report any issues* that come up (write to a club trustee or the club scheduler);

Checklist on Leaving

- If you turn on the heat (there is a thermostat in each room and two in the entry hallway for the kitchen and halls, turn the thermostat down to 55° when you leave;
- Turn off all the lights;
- If you open windows or blinds, please close/shut them
- Leave the kitchen clean (even if you pay a cleaning fee, our arrangement with Facilities is that they do *not* clean anything in the kitchen except the floor):
 - Wipe down the counters and table tops;
 - Feel free to use any of the dishes/cutlery/glasses, etc. in the cupboards, but wash them or run the dishwasher before leaving;
 - There are two garbage cans in the kitchen: if you make garbage, remove the bags, replace with a new bag (stored at the bottom), and take out the garbage. **Garbage bins (green for regular garbage) are located outside the back fence.**
 - The blue bin by the fridge is of glass and should be *taken out* at the conclusion of your event (in the small, open blue “box” outside). The brown bin is for cardboard and plastics, which are recycled in the large blue bin outside.
 - Do *not leave* food or drink in the fridge/kitchen; please take out what you do not consume;
- If you need to sweep up something small, the hall closet directly across the front door has some supplies;
- Please make sure *both* the back and front doors are locked as you leave.¹

If you find something amiss or the floor is dirty when you're done, please let us know so we can alert Facilities. Many thanks for leaving Niwa house better than you found it!

Your Club Trustees

¹ Catering uses the basement of the house; you might see folks coming in the back gate and going down the back stairwell or hear a door slamming. No need for alarm.