



Cascades Conference Room

Expectations and Responsibilities

- Use of alcohol, tobacco, marijuana and illegal substances is prohibited.
- No open flame is allowed.
- Adult supervision of all children is required.
- For events before 8:00 am or after 4:00 pm on regular business days, or all day on non-business days, an HDESD employee host is required to be onsite and responsible for clean up and building security.

Start of event:

- If before 8:00 am or after 4:00 pm on weekdays, or all day on weekends/holidays, lock the front doors to the building within 20 minutes after the event starts. The host/facilitator is responsible for monitoring the front door when individuals enter and exit.
- Within 20 minutes after the start of the event, close the conference room door. (NOTE: The door must remain locked from the inside and closed at all times, however the door may be propped open with the doorstop between the doorframe and the door to allow reentry to the room. In an emergency, this will allow the doorstop to be removed and the door to be quickly closed/locked for safety.)

During event:

- The door from the kitchen to the staff area is to remain closed at all times. Visitors are not to enter into staff work areas.
- Restroom access shall be from the conference room through the hallway, not through the kitchen.
- The “No Entry” sign from restroom hallway to staff work areas will remain in place for the duration of the event.
- If the event is not facilitated by a HDESD employee, do not use HDESD appliances (i.e. oven, coffee maker, dishwasher) or utensils/cookware/dishes items. (NOTE: The refrigerator, freezer and microwave may be used - all spills must be cleaned up and items removed at the end of the event.)

End of event:

- If before 8:00 am or after 4:00 pm on weekdays, or all day on weekends/holidays, lock the front doors to the building after the attendees exit the building.
- Turn off the projector and/or any other electronic devices.
- Place electronic devices and cords back in appropriate storage space.
- Erase the whiteboard.
- Clear items/documents.
- Sanitize conference room tables.
- Push in chairs.
- Remove trash from the meeting room and place it in the dumpster outside (in the fenced area toward the back of the building in the parking lot). Replace the trash bag.
- If used, wipe down tables and counters in the kitchen.
- Check restrooms and clean up if necessary.
- Report any issues by emailing hdrec.reception@hdesd.org.
- Close and lock all windows.
- Turn off conference room lights.
- Close and secure locked conference room door.
- Check for unauthorized personnel. The HDESD host should be the last person to leave.
- If before 8:00 am or after 4:00 pm on weekdays, or all day on weekends/holidays, lock the front doors to the building.

Thank you for your help in keeping the conference room clean, safe and ready for the next event.