

Instructions for Using the Freeman Center Multipurpose Classroom

- Leave all tables and chairs set up as you found it. It should be in a classroom setting (rows with chairs)
- Erase all boards, raise all screens, leave podiums in the corners
- DO NOT use any kind of electrical tape on the walls. If you need to secure something to the walls, use something that won't remove paint and chunks of drywall
- If you've used the tables for food and beverages, wipe them down. Spills on the floor? Also wipe that up
- Remove ALL trash (even in the bathrooms and the kitchen)
- Use recycling containers when appropriate (you do not have to remove these but please DO NOT dispose of trash in them – they have instructions posted on them)
- Set the thermostat back to 75 degrees and hit the "hold" button (75 in summer/68 in winter)
- Turn off all lights
- Do not leave any food, beverages or condiments in the kitchen or the refrigerator
- A map to the dumpster will be provided to you upon your confirmation of reservation
- Doors automatically unlock and lock at 7am/7pm, except on weekends. If your event is on a weekend, arrangements will be made for you and your guests.
- We don't provide any kind of cleaning supplies so think about what you need before your event (Lysol wipes are always handy)