

**COAL CREEK CANYON COMMUNITY CENTER
CCCIA – 31528 HWY 72, GOLDEN, CO 80403 – 303-642-1540**

Please leave the Community Center as clean as you found it!

We appreciate your cooperation in keeping the Community Center in tip-top shape so that it can be enjoyed by all. If CCCIA property is moved outside, it must be returned to the inside of the building after your event – chairs, tables, etc. All items should be returned to their original positions. **Phone at Community Center – 303-642-1540**

Brooms, mops, vacuum cleaner and cleaning supplies are stored in the back room – check the green lockers.

Kitchen supplies are stored under the sink or near the mop sink. Trash bag liners in cabinet near refrigerator. The trash bin key is in cabinet over the microwave.

Binder with cleanup instructions and pictures is on the kitchen counter.

X	Items Available for Use	Great Room size: 30' wide X 45' long: 1350 sq ft. (ceilings: 8' 4", with track lighting 7' 4") CAPACITY: 125 persons
	Chairs (125 folding chairs)	Return to racks. Racks are rolled to back (east) wall. (50 additional chairs are stored in the basement if needed) There are 4 tarps w/rope stored in the back room. Please cover chair racks if rolled onto deck in bad weather.
	Tables (10 - 8' x 3' plastic) Tables (6 - 4' x 2' plastic) Tables (3 - 2 x 2 card tables) Wooden buffet (2 - 6 xs2) Wooden Tables (10 in basement) Altar	Wipe down and stack flat in the NE corner by the east door Return to back room Return to back room Place under side windows Return to basement (these tables can be used outside – inform Hall Manager if these tables are needed) Cover and return to location under NE window
	Sound System	Compact sound system with microphone. Plays MP3 devices, radio. 70" TV screen with HDMI capability for connecting to your laptop. Good speakers.
	Floors No duct tape, please!	Sweep (brooms and push mops are in the back room by the green lockers) Mop following food event. Industrial mop and bucket are in the back room. Smaller kitchen mop and bucket are near the mop sink along with liquid floor cleaner. Please keep wooden floors as dry as possible when washing (damp mop).
	Kitchen	Wash and put away all dishes. Wipe off stove and clean sinks. Cleaning supplies are under the sink.
	Refrigerator/Freezer	Remove all items you placed there.
	Stove: double ovens, 6 burners, griddle. Microwave	Turn off stove and ovens. Wipe up spills Microwave: leave clean
	Bathrooms	Sweep or wash floors, clean and wipe out sinks and flush toilets and urinal. Empty waste baskets. Restock supplies if necessary
	Windows	Close and secure all inner and outside windows – kitchen, main hall and back room
	Trash & Recycle Extension cords in back room.	Collect trash from all rooms. Trash bags are located in the cabinet by the refrigerator. Replace trash bag liners in each can. Place tied trash bags in the blue dumpster. The trash bin key is in cabinet over the microwave. Replace key. Pickup outside litter.
	Lights	Turn off all lights in kitchen, bathrooms and spot lights. Emergency light remains on.
	Doors	Lock these doors from the inside – back room, back main hall, French doors, and south main hall. Lock front door with key and return key to lock box location.
	Fireplace, BBQ Grill	Supply your own wood. Make sure fire is out when finished. Please check Fire Dept Fire restrictions before outside use. "Fire Ban" means no wood burning BBQ grills. Gas Grill on deck for your use.

THANK YOU!

Suzy Schemel, Hall Manager/Custodian, 303-642-7300

Bruce Goodwin, Building/Grounds, 303-642-0529

Tami Waltemath, CCCIA President, 303-642-0395

Emergencies call 9-11