

# Guidelines for Use of Clay County Fairgrounds Conference Room

**NO Smoking is permitted in Conference Center**  
**NO Auctions or Garage Sales in Conference Center**  
**NO Alcohol is allowed in the Conference Center or on  
the Fairgrounds**

- Wipe off tables and chairs with soap and water **BEFORE** returning to chair and table racks.  
(bucket, wipes & soap available in kitchen)
- Put tables and chairs away on chair and table racks.
- Sweep Floor. (Dust Mop Broom is located in closet in the restroom)
- If oven or microwave is used, please check for spills and wipe clean.
- Check floor for any drink spills. Wipe up and/or mop with soap and water. Floor cleaner, mop, and mop bucket is available in closet in the restroom if needed.
- Empty trash cans and replace trash bags.  
Trash bags located on the rack by the upright freezer.
- Place trash bags in dumpster across street from Conference Center. If dumpster is locked a key can be found on bulletin board in kitchen by door.
- Set Room Temperature back.  
Summer – 80° / Winter – 50°
- Be sure all window blinds are closed.
- Turn off all lights.
- Lock all Doors.