

## Chapter Usage Responsibilities/Guideline

1. **Chapter Key will NOT be given to party, an administrator will be available to open building.**
2. Please control children. **DO NOT** leave unattended, should be under adult supervision at all times.
3. Safeguard Padlocks/keys at all times to prevent misplacements of items.
4. Store/Place all tables and chairs away properly after usage.
5. Disposing of all trash is your **RESPONSIBILITY**; please dispose of any trash in parking lot, restrooms, meeting area and/ or chapter area.
6. Clean all areas used: Meeting area, Kitchen, Hallway, and Restrooms.  
**(Please bring your own cleaning supplies)**
7. Please turn off all light switches and thermostat if used.
8. Removal of your advertisement such as (poster, flyer, and banner etc.) is to be discarded after usage.
9. Be sure all Doors/Windows/Gates are locked and secured before exiting premises.
10. It is your responsibility to have some form of security outside during your activity, to help decrease the damages and vandalism to chapter/items.
11. **MEXICAN SPRINGS CHAPTER OS NOT HELD RESPONSIBLE FOR ANY DAMAGES, THEFTS, INJURIES OR ACCIDENTS DURING TIME OF YOUR ACTIVITY.**

**I hereby certify that all of the above information is accurate. I have agreed to the terms and agreement above.**

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**Signature**

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**Date**