

Jones House Community Center Rental Policies (Kitchen Rules and Procedures)

Use of the Kitchen is a privilege shared by many different people. You are expected to leave the kitchen clean and orderly. Failure to do so, will result in you or your group being denied future usage privileges and, when appropriate, withholding of any cleaning deposit which you might have made.

1. Paper goods and supplies are the property of the Jones House and the Arts Council and may not be used for any other purposes. All persons using the building must provide their own supplies.
2. Do not leave perishables and open containers anywhere in the kitchen, including the refrigerator. All unused items should be removed as part of the cleanup and items left will be considered the property of the Jones House.
3. Wash, dry, and put away whatever equipment is used.
4. If the warming ovens are used, please be certain that they are turned off prior to your departure and that nothing is left in them besides the items normally stored there.
5. Trash should be tied up and placed in the garbage can inside back door (or in the larger trash containers located in the back corner of the parking lot if there is enough to exceed the capacity of the inside garbage cans). Additional trash bags are stored in the bottom of each trash can.
6. Brooms are stored in the storage closet beside the stairwell. Please use them as needed to remove crumbs, etc.
7. **Fire Extinguishers** are located beside the back door as well as behind the front desk and in the upstairs hallway. **Pull-stations** which will call 911 immediately are located near the front and back entrances as well as in the upstairs hallway.

If you have any questions about your rental, please contact the Jones House at 262-4576. In the event of an emergency, the Town of Boone Police (911 or 262-4500) can locate a representative of the Jones House.