GREATER SEATTLE INTERGROUP
ALCOHOLICS ANONYMOUS

Seattle Intergroup Room Use Guidelines

Thank you for your interest in utilizing space at Seattle Intergroup. In an effort to maintain a clean and comfortable environment we have come up with some simple requirements of those using our space. If you have any questions please feel free to reach out to the office management.
While using space at Seattle Intergroup, will adhere to the following:

1.When arriving at the space please make note of how the room is set up and return the space to the way it was set up after you are finished with the event.

2. When finished with the event, please empty any garbage cans that may be full, sweep and/or mop the kitchen floor if applicable. If the rug in the boardroom or archives room needs to be vacuumed, please do so.

3. If you brought food for your event, please cover it and place it in the refrigerator if you are not planning to take it with you. ***Do not leave food without covering it, disposing of it, refrigerating it, or taking it with you.***

4. If you use the coffee machine, please make sure that the burner is turned off and the coffee grounds have been dumped out into the compost bin.

5. If you decorated the space in any way please take the decorations down and dispose of them appropriately.

6. If any dishes were used, please wash ALL OF THEM.

There are garbage bags and brooms in the closet to the right of the microwave. The garbage bins are located in the back of the building, you may use the exit door located on the West wall of the Boardroom to access them. There are cleaning supplies under the sink and towels in the drawer under the dish drainer. The vacuum cleaner is stored in the bathroom off of the boardroom.

Please remember that if you are able to leave the space in better condition than what it was when you arrived, **that is an ideal situation** and should be strived for if possible.

Thank you for choosing to have your event at Seattle Intergroup.

The Management