

FAMILY READINESS CENTER (FRC)

(Policy and Usage Requirements)

- 1 - Reservations are on a first come, first serve basis.
- 2 - Due to the high demand for utilization of this facility, request cancellations NLT two days prior to the event so we can meet as many requests as possible.
- 3 - The person in charge of the event will be responsible for general cleanup of the area used.
- 4 – Individuals are responsible for providing their own supplies (cups/napkins/plates/food stuffs, etc.)
- 5 - No food will be left in the facility after a function.
- 6 - Unused liquids will be poured down the sink, **not** left in garbage cans.
- 7 – Brooms and mops are available for small spill removal.
- 8 – Tables and chairs will be returned to their original location.
- 9 - Failure to clean up after the activity will affect any future scheduling for your group at this facility.
- 10 - Children in the childcare area must be supervised by an adult at all times – **NO exceptions!!**
- 11 – Crayons are permitted in the childcare area and small classroom only – **NO exceptions!!** NOTE: Washable crayons are preferred.
- 12 – Children are not permitted to play with plants in common areas.
- 13 - All toys will be returned to their proper place.
- 14 - Dirty diapers will be left in trash cans in the childcare area only.
- 15 – No children will be permitted outside without parental supervision.
- 16 – The FRC will close promptly at 2000 (8:00 p.m.), Monday through Friday. NOTE: Exceptions are granted for video-teleconferences.

I have read and understand the policy and usage requirements for the Family Readiness Center.

PRINTED NAME/SIGNATURE

DATE