



Community Room Housekeeping

Welcome to the Community Health Endowment! We are happy to host your group. This space is available for nonprofits to use free of charge during the normal business hours of 8am-5pm, including set-up and clean-up time. We hope you enjoy your visit!

Please read the following six (6) items in their entirety to your group.

For the participants:

1. **There is one family restroom in the hallway.** Long lines can form during breaks, so it is recommended that you use the restroom as needed.
2. **We do not have a vending machine or drinking fountain.** Please use the sink for drinking water.
3. **If you need to take a phone call, please do so in the stairwell.** Staff are working, so please refrain from taking calls in the hallway or lobby.
4. **CHE does not provide serveware or drinkware, including cups, plates, or silverware.** With this in mind, it is recommended that guests bring their own reusable water bottles to fill up.
5. **CHE does not provide coffee.** We have a coffee machine that you are free to use, but you must bring your own coffee grounds, cups, etc.
6. **You are welcome to use the CHE refrigerator and microwave.** Please be respectful and clean up after yourselves.

For the facilitator:

1. Most parking around Union Plaza has a 2-hour time limit. If you need to stay longer, please ask for guest parking permits. (The permits are not valid in the metered stalls along Q street.)
2. Please clean up after yourselves, and after the training. You may use CHE cleaning supplies. CHE staff can help locate these items.
 - a. Disinfect and wipe tables
 - b. Vacuum
 - c. If the trash is full, please take it outside. Bins are located in the alcove on the north side of the building along Q street.
 - d. Please take any lost and found items with you. CHE is not responsible for any lost items, and they may be discarded.