

Check-List For Using the Johnson Public Library

The use of the library is limited to the main floor and the Activities Room, with prior permission. No food is permitted on the main floor unless approved by library staff. Food is permitted in the Art Room in the basement.

If children are attending program please explain ramp and road safety. No child(ren) should be left unattended inside or outside of the library.

Only use outside space that is library property, do not go on neighbor's property.

Computers are not available for use, unless approved by library staff.

If the group leaves the building with the intention of returning, lock the door, regardless of how brief.

Before closing up the building please leave library as it was upon your arrival:

- Put away chairs, tables and cushions, etc.
- Turn heat to 62 degrees
- Turn off fans and air conditioners if used.
- Make sure the bathroom is clean upon leaving
- Close and lock all windows
- Use sweeper or vacuum if needed
- Take trash with you, please remove all food waste and packaging.
- Turn off lights
- Lock door

Adopted Date: 03/04/2020

Approving Members: Jessica Bickford, Kelly Vandorn,
Sabrina Rossi, Stacey Waterman, Jasmine Yuris