

# The Shack

Available for use by Hitchcock Bay community members between May 1<sup>st</sup> and Sept 15<sup>th</sup>.

## **Guidelines for Hosting a Community Event**

### *Before:*

- Suggest your community event idea, with a date and time in mind, to a committee member as listed below and arrange to have access to a building key and water.
- Tell people about your event: the committee member will also have it added to the Hitchcock Bay Facebook page, the website calendar, and potentially to an email, newsletter, whiteboard sign or bulletin board.

### *During:*

- Ensure that the building and surrounding area are being used in a safe and law-abiding manner.
- The event must be open to all age appropriate Hitchcock Bay community members.
- Fireworks not permitted in this area.
- Keep noise after 9:00 PM to a minimum.
- Close up by 11:00 PM.

### *After:*

- Wash and put away tables and chairs.
- Remove and dispose of garbage/recycling/compost as needed.
- Remove food items or arrange to have them stored in labeled, plastic bins with secure lids to avoid attracting mice.
- Properly store propane tanks and cooking devices.
- Properly clean and store cooking utensils.
- Sweep floor as necessary.
- Check bathrooms (toilets flushed, floors clear, paper products available for next event).
- Turn off all lights and fans including exterior lights.
- Close and lock all windows and all 3 exit doors.
- Return key as necessary.

**Committee Members:** Patty Forrest, Aaron Spence, Judy Wilson, Paula Crawford, Pat Daigneault, Edie Reucker, and Wayne Vaxvick.