

South Roxana Community Center Rental Guide

Important Contact Information

- **Non-Emergency Police:** 618-254-4303
- **Emergency:** Dial 911

Facility Information

- **AED Location:** Inside the **Utility Room**, if needed.
- **Wi-Fi Access:** Scan the **QR code** located on the **side of the fridge** to connect to the internet.
- **Bluetooth Speakers:** Can be connected to any smart device (phone, tablet, etc.) using **PyleUSA Bluetooth pairing**.

Kitchen & Equipment Use

- **TV Remote:** Located in the **pull-out drawer next to the fridge**.
- **Coffee Pots & Drink Dispensers:** Stored **under the counter**.
 - **Coffee Brewing Instructions** are **taped to the first cabinet by the fridge** for reference.
- **Utensils for Serving Food:** Found in the **kitchen cabinets**.
- **Extra Supplies & Tables:** Stored in the **Utility Closet**.

Cleaning & Closing Checklist

Before leaving, please ensure the following tasks are completed:

- ✓ **Wipe down all counters and tables.**
- ✓ **Take out all trash** and place it in the designated bins.
- ✓ **Return and clean all equipment and utensils** to their original locations.
- ✓ **Ensure all tables and chairs** are returned to their storage areas.
- ✓ **Turn off all lights and secure the facility** upon exiting.

By following these guidelines, you help keep the community center clean and ready for the next event. Thank you for renting with us!