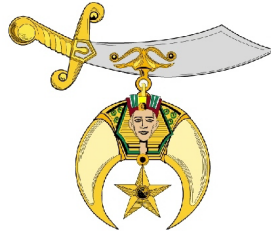


Aladdin



Shriners

Aladdin Shrine Center
1801 Gateway Circle
Grove City, Ohio 43123

614-475-2609
800-475-3850

BUILDING USE RESPONSIBILITIES

When using the Aladdin Shrine building for any regular meetings, special meetings, gatherings, or events, regardless of the cost of use, it is the responsibility of the unit, club, group, or committee to “return the room to the way in which it was received.”

Trash left behind in the building, even just overnight, causes both unpleasant smells as well as the potential for fly or gnat infestations. It is not the job of our Security guards or the office staff to remove trash generated by your meeting or event. If the event in question is an Aladdin Potentate’s event, the Divan Rep or organizing committee for that event should put together a plan for the post-event clean-up.

The following are mandatory duties that **must be completed before vacating the premises**. It may be beneficial to assign a specific individual or individuals within your group or on your committee to the task of ensuring that these duties are completed.

TRASH

- All trash generated by your group or committee, including any in the kitchen if you used it, must be removed from the building and taken to the dumpster.
 - The dumpsters are **located in the parking lot** by the garage.
 - There is a **rolling trash bin** that can be used to take trash to the dumpster. It sits in the hallway beside the kitchen.
 - Trash bags placed in the dumpster must be **tied/sealed**.
 - Cardboard boxes placed in the dumpster should, unless it’s not possible due to the box design, be **broken down**.
- Do not leave a **partially filled trash bag** in a can with the thought that “it’s not full and someone else can use it.” You have Aladdin’s approval to throw out partially filled trash bags!
- Any trash bag that has **food waste** in it, no matter how full, must be taken to the dumpster before you leave.
- **Fresh trash bags**, if needed, are located in the cleaning supply room in the hallway beside the kitchen.

GENERAL CLEAN-UP

- For general clean-up after your meeting or event, please live by the simple rule, **if you got it out or brought it in, you put it away or remove it.**
- If the room you are using was set in a certain way, please ensure before leaving that you return it to the same table/chair placement it was when you arrived. Sometimes a room is set for an upcoming event when your meeting occurs. Leaving the room in disarray, with chairs moved and tables brought in that aren't supposed to be there, means the room is no longer set for the upcoming event.
- You do not need to vacuum unless there is an excessive amount of visible crud left behind. For instance, if you served chips or popcorn and there are chips or popcorn bits all over the floor, **please DO spot vacuum** those areas. The vacuum is located in the cleaning supply room in the hallway beside the kitchen.
- Do not leave items on the floor that cannot be picked up by a vacuum (i.e., dropped forks, water bottle caps, raffle tickets, etc.).
- Do not leave empty or abandoned water bottles, soda cans, or cups sitting around. Please properly dispose of these in a trash can.
- We do understand that an occasional trash item can be missed. We ask that you simply give your best effort in finding all of it.

KITCHEN

- If you have used kitchen utensils or kitchen ware of any sort, please fully clean them and put them away in the same location where you found them.
- Please DO NOT leave out disposable plates, napkins, cups, or plastic ware.
 - If they were bought by your club or unit, take them with you or store them in your club/unit storage area.
 - If they were purchased by Aladdin, or you wish to leave them for Aladdin's general use, put them in the storage area at the end of the hallway beside the kitchen. Do not leave them sitting on prep tables in the kitchen.
- The kitchen prep tables are not after-event catch-all areas where you leave items for others to put away. The main prep table in the kitchen should always be clear of any items when you leave. (This does not apply if prepping for an event, or for multi-day events.)
- Do not leave food in the refrigerators that is not both properly sealed and marked with either the current date or a manufacturer's expiration date.
- For those cooking for any meeting or event who are not on the organizing committee: please do not leave food out after you have vacated the premises, even if the meeting or event is still on-going.
 - HOWEVER, we do understand that this is an act of kindness by those cooking, so if you wish to do so, we only ask that you please check with the event organizer to verify that it's okay for you to leave it out. The organizer must agree to clean up any leftover food when the event has ended.
 - **This includes coffee urns and beverage dispensers!**

LINENS:

- You are responsible for notifying the office by phone (614-475-2609, opt 2), or by email (jjones@aladdinshrine.org) **when you need to order linens**. This notification must take place a **minimum of two Mondays prior to your event**.
 - Linens are ordered on Mondays for delivery the following Monday. Used linen pick-up is also on Monday.
 - Linens ordered after this “two Mondays prior” timeframe will be subject to a \$35 rush fee, which will be passed on to you.
 - Linens in the coat closet have tags beneath them that show for which event the linens are designated. Please do not take linens from an event that is not yours or has not yet happened. If there are leftover linens from an event that has already occurred, you are welcome to use those.
 - For budgeting, linen costs (*including fees and tax*) are currently as follows:
 - \$1.97 per standard (90x90) table linen
 - \$0.10 per linen napkin
- You are responsible for placing linens on the tables, and removing linens from the tables at the end of your event.
- Put all used linens into the blue and white striped bags in the coat closet. **Do not leave them laying on the floor in the coat closet.**
- Please make sure you do not leave linens in any other room in the building. If they are not in the bags in the coat closet, they will not get picked up and we will be charged additional weekly rental fees for each non-returned linen until it is returned or considered lost. If a linen never gets returned, we are eventually charged the full price of \$29.35 for the linen, which will be passed on to you.