

## CAMP EVENT GUIDELINES

### January, 2011

*CAMP empowers creative expression, celebrates interconnection, and promotes healthy living in the Cherokee neighborhood through community projects, classes and artist residency.*

CAMP aims to make its space available to grassroots and community focused groups for a minimal cost. For us to be able to do this, special event set-up and clean-up must, as much as possible, be done by members of the groups sponsoring the event. It is expected that the space used by the group will be cleaned up to the standards of this checklist immediately after the conclusion of the event. Timely and efficient clean-up will keep the cost for our space low. We will be glad to supply all cleaning materials and please don't hesitate to [ask](#) if you have any questions about the following list.

- Sweep floors in all spaces used by group.
- Pick up any trash.
- Return chairs and tables to their proper places.
- Use wet rags to wipe down surfaces such as counter tops, tables, and chairs.
- Remove any garbage generated. Trash should be placed in dumpster behind building; recyclables can be placed in appropriate containers. Significant amounts should be taken to the recycling at the Fire Station at Pestalozzi and Jefferson.
- Clean bathroom including mopping of floor and wiping down of surfaces as needed.
- Clean up any garbage left in front of building if generated by your event.
- Please be aware that loud conversations and large numbers of people outside the building can be a disturbance to our neighborhood.

CAMP has worked very hard to establish this space and has every intention of honoring our neighborhood. Therefore we adhere to the following:

- EVENTS ON WED NITE AFTER 8 (due to parking availability) NO
- TELY NO ALCOHOL OR SUBSTANCES PERIOD ABSOLU
- RUNNING NO
- FOUL, INSULTING OR DEMEANING LANGUAGE NO
- PEOPLE SLEEPING IN ANY PLACE OTHER THAN THE RESIDENTIAL APARTMENTS NO
- TS ARE NOT TO USE THE PUBLIC SPACE FOR PERSONAL BELONGINGS (INCLUDING BICYCLES) RESIDEN