



During your meeting:

- 1) CitySpace shares a home with the Charlottesville Community Design Center. Please be conscientious of the fact that you are in a workplace and be sure the doors to the room are closed once your meeting has started. When taking breaks, please limit conversation to the carpeted area between the catering counter and the meeting room.
- 2) CitySpace guests are expected to manage their own meeting needs. If you require assistance, CCDC staff are available to help answer questions during regular business hours.
- 3) CitySpace is a resource that is used by the entire community. The space is cleaned professionally only twice a week, so we rely on our guests to leave it ready for the next user. Please respect the room while you are using it and be sure to leave it in as good or better condition than you found it.

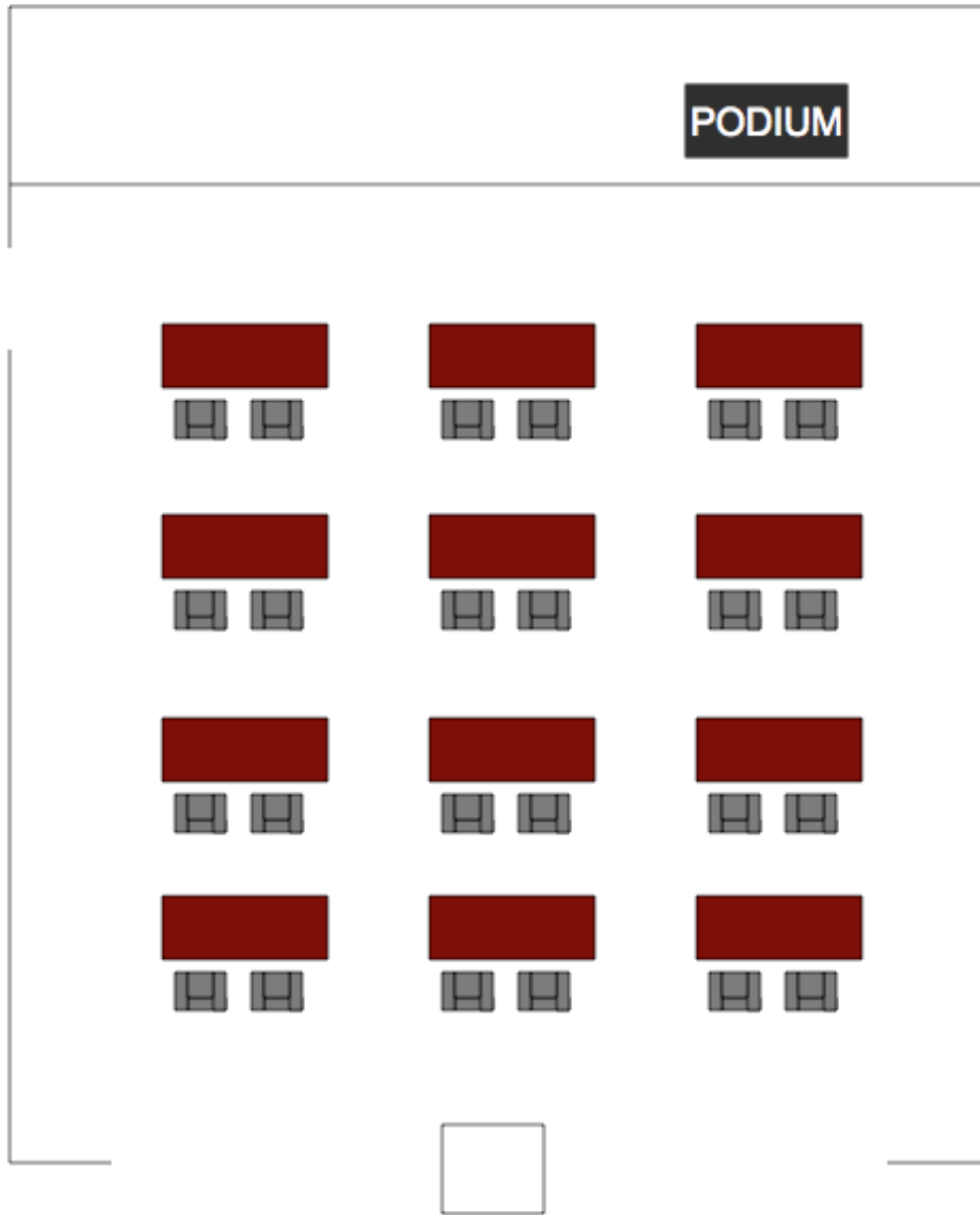
Before you leave (and to ensure a full refund of your \$100 event deposit), please:

- Restore room to the standard layout (see diagram). Extra tables and chairs should be returned to the storage closet.
- Ensure that tables and countertop surfaces are clean. Spray cleaner and paper towels are kept in the cabinet underneath the catering counter or inside the janitor's closet (door next to restroom at the back of the space).
- Ensure that floors are free of crumbs and litter. A vacuum is kept inside the janitor's closet. In case of spills, paper towels and carpet cleaner are also kept inside the janitor's closet.
- Check all three bathrooms and kitchen for litter and turn off lights.
- Please do not leave garbage & recycling bins overflowing! If garbage and recycling receptacles are full, take trash bags and recycling out to the curb at 5th Street. Replacement trash bags are kept inside the cabinet underneath the catering counter.
- Turn off all lights in space and make sure that the AV system has been shut down from touch screen device at the podium.
- Lock the front door before you leave. **Please remember to return the key to CCDC within 2 business days to ensure a refund of your deposit.**

Thank you for using CitySpace, please come again!



STANDARD LAYOUT



ROOM TO BE SET WITH 12 TABLES & 24 CHAIRS