

GSNETX Facility Usage Guidelines and Agreement



Entering the Facility

- In order to enter the facility, you must use the key code provided. You will notice the top bar turn green indicating that the door was unlocked.
- Please do not prop outside doors open.
- You may set up the chairs and tables in whatever way you would like. However, make sure they are returned to the original setting.
- Children accompanying adults to meetings must always be properly supervised and not allowed to run and/or play with office equipment, furniture, flags, etc.
- Before the meeting, clean all commonly used surfaces with cleaning supplies, including doorknobs, tables, podiums, etc.

During the Meeting

- In order to enter the facility, you must use the key code provided. You will notice the top bar turn green indicating that the door was unlocked.
- Please do not prop outside doors open.
- You may set up the chairs and tables in whatever way you would like. However, make sure they are returned to the original setting.
- Children accompanying adults to meetings must always be properly supervised and not allowed to run and/or play with office equipment, furniture, flags, etc.
- Before the meeting, clean all commonly used surfaces with cleaning supplies, including doorknobs, tables, podiums, etc.

Leaving the Facility & After the Meeting

- Make sure that all chairs and tables are returned to their original place.
- After the meeting, clean all commonly used surfaces with cleaning supplies, including doorknobs, tables, podiums, etc.
- Check the restrooms that there is no litter in the sinks, on the floor, or inside the toilets.
- Make sure all lights are turned off.

In order to book at a GSNETX facility, you must be an adult member current membership and an updated eligible criminal background check. GSNETX reserves the right to cancel future reservations for any group not adhering to the guidelines and processes above.

“A Girl Scout always leaves a place better than they found it.”