

**Wellesley College Harambee House**  
**House Rules**

1. It is the responsibility of the person reserving Harambee House to leave the facility clean and in good condition immediately following their event. **This includes collecting and depositing all trash in the dumpster in the circle drive, returning all furniture to its original location, cleaning and putting away all dishes and equipment used, wiping off counter tops, etc.** Please be certain all lights are turned off, windows closed and secured and doors are locked upon leaving. Some cleaning supplies are available in the cabinet below the sink in the kitchen. Extra trash bags and brooms are also available at Harambee House.
2. Events scheduled after normal business hours may require the responsible person to pick up and return the key to Harambee House from the Campus Police office. A fee will be charged if the house rules are not followed.
3. Use of fireplace should be cleared with Director of Harambee House before the event.
4. The person in charge of the event is responsible for the strict enforcement of the Wellesley College liquor policy. Please refer to the College Government Handbook for a full explanation or call our office for further information.
5. Report any breakage or malfunction to the Campus Police immediately at x2121 (283-2121). This is the non-emergency telephone number.
6. In case of emergency call Campus Police at x5555 (283-5555). Or call the Director of Harambee House Angela Carpenter at 857-891-7344.

**CLEANUP CHECKLIST**

- ❖ Dishes, pans and all equipment used should be thoroughly washed, dried and returned to their proper place.
- ❖ Counter, stovetop, ovens and microwave should be cleaned.
- ❖ Floor should be swept and mopped (broom and mop in basement kitchen area).
- ❖ Harambee House equipment, furniture, dishes and pans should not leave the building.
- ❖ Wastebaskets should be emptied into plastic bags and deposited in the Dumpster in the circle drive outside Harambee House.
- ❖ Stereo, tape deck and other equipment should be turned off and returned to proper place.

- ❖ All furniture should be returned to its original location.
- ❖ All doors and windows should be closed and locked before leaving.
- ❖ Return the key to Campus Police immediately.
- ❖ Failure to perform any of these duties will result in denial of further use of Harambee House.

**Please Note:**

**A misuse fee will be charged to any organization who fails to clean and replace everything.  
Please insure Harambee is left ready to be used by another group when you finish.**