

HARAMBEE HOUSE RULES

GENERAL CLEANING

- All doors and windows should be closed and locked before leaving
- Please be certain all lights are turned off
- Counter/stovetop/ovens/microwave should be cleaned
- Floors should be vacuumed or swept/mopped
- Harambee House equipment/furniture should not leave the building
- Trash should be emptied and deposited in the outside dumpsters

FURNITURE

- Please return all furniture to its original location

EQUIPMENT

- The air conditioning/heat should be turned off upon leaving
- All electronic equipment should be returned to its original location

CLEANING SUPPLIES/ EQUIPMENT

Cleaning supplies are available in the cabinet below the sink in the kitchen. Extra trash bags are found at the bottom of the trash barrels. There is a vacuum in the stairwell and a broom and mop are in the basement kitchen area.

AFTER HOURS EVENTS

If your event is scheduled after hours, the designated contact person is responsible for picking up the access key. The access key is located at the Campus Police office. Please return the key after use, or you will incur a \$25 fine.

FIREPLACE/KITCHEN

Use of the fireplace/kitchen should be approved in advance.

ALCOHOL POLICY

Harambee House maintains strict enforcement alcohol policy enforcement. All groups must abide by applicable liquor laws for the Commonwealth of Massachusetts and Town of Wellesley. All groups hosting events that serve alcohol MUST employ a tips server/bartender to prevent underage drinking and/or excessive drinking.

BREAKAGE/MALFUNCTION

Report any breakage or malfunction to the Campus Police immediately at 283-2121. This is the non-emergency telephone number.

EMERGENCY

In case of emergency please call Campus Police at 283-5555.