

The Ross Room

Instructions for Room Usage

- Tables and chairs may be rearranged and then put back how found upon arrival. If unsure of the standard room layout, details can be found inside the whiteboard cabinet on the wall.
- Make sure whiteboard doors are closed and secure.
- Wipe down tables when finished; cleaning wipes are in the closet to the left of the coffee station.
- The television and sound bar must be turned off when finished. Place remote controls on the glass shelf to the right of television.
- Roll up cords and return them next to the shelf when finished with them.
- The coffee bar must be cleaned when finished, including replacing mugs (in closet to the left of coffee bar), coffee filter emptied, coffee pot rinsed out, and water jug replaced if necessary.
- Put used coffee mugs in dishwasher in kitchen. Please run dishwasher if full. Dishwasher tablets are underneath the sink.
- Paper plates, disposable cups or plastic ware are not supplied by the Central PA Chamber.
- Room thermostat is locked. If any adjustments need to be made, talk to a Chamber staff member.
- Make sure all lights are turned off when leaving.
- Reopen main doors to the room when finished.
- All trash/recycling must be bagged and placed in appropriate containers (outside) on the southeast side of the building. OR, if you have a large quantity of garbage or recycling (i.e. recyclable boxes or full garbage bags) please dispose of by your own means.
- Please note, if you intend to use Chamber appliances, roasters, crockpots, etc., a donation beyond the normal, low rental fee will be requested to cover energy/utility costs and keep Chamber events and benefits affordable for our members.

The Smith Room

Instructions for Room Usage

- Tables and chairs may be rearranged and then put back how found upon arrival.
- Wipe down tables when finished; cleaning wipes are in the coffee bar closet (the middle set of double doors at back of the room).

- Coffee bar should be wiped down when finished. Coffee mugs used to be placed in the dishwasher in the kitchen.
- Paper plates, disposable cups or plastic ware are not supplied by the Central PA Chamber.
- All trash/recycling must be bagged and placed in appropriate containers (outside) on the southeast side of the building. OR, if you have a large quantity of garbage or recycling (i.e. recyclable boxes or full garbage bags) please dispose of using your own means.
- Use of refrigerator behind the closet doors in Smith Room requires permission from the Chamber staff.
- Televisions and soundbar must be turned off when finished. Place the remote controls back on the table below sound bar.
- Room thermostat is locked. If any adjustments need to be made, talk to a Chamber staff member.
- Make sure all lights are turned off when finished.
- Close the door to the Smith Room when exiting.
- Please note, if you intend to use Chamber appliances, roasters, crockpots, etc., a donation beyond the normal, low rental fee will be requested to cover energy/utility costs and keep Chamber events and benefits affordable for our members.

Breakfast Room

Instructions for Usage

- Tables and chairs may be rearranged and then put back how found upon arrival.
- Wipe down surfaces when finished; cleaning wipes can be found in the cabinet.
- Paper plates, disposable cups or plastic ware are not supplied by the Central PA Chamber.
- Switch for lights is located by Exit Door
- Sliding barn door should be open when finished with room use.
- All trash/recycling must be bagged and placed in appropriate containers (outside) on the southeast side of the building. OR, if you have a large quantity of garbage or recycling (i.e. recyclable boxes or full garbage bags) please dispose of using your own means.
- Please note, if you intend to use Chamber appliances, roasters, crockpots, etc., a donation beyond the normal, low rental fee will be requested to cover energy/utility costs and keep Chamber events and benefits affordable for our members.

Kitchen

Instructions for Usage

- Wipe down surfaces when finished; cleaning wipes can be found under the sink.
- All trash/recycling must be bagged and placed in appropriate containers (outside) on the southeast side of the building. OR, if you have a large quantity of garbage or recycling (i.e. recyclable boxes or full garbage bags) please dispose of using your own means.
- If you fill the dishwasher, please set it to run. Dishwasher tablets are underneath the sink.
- Any food/drinks placed in the refrigerator must be removed when you exit.
- Items in kitchen are available for your use while here, please, do not remove any of the items from the building.
- Speak with a staff member if you need any assistance with appliances.
- Make sure door is closed when not in the kitchen.
- Please note, if you intend to use Chamber appliances, roasters, crockpots, etc., a donation beyond the normal, low rental fee will be requested to cover energy/utility costs and keep Chamber events and benefits affordable for our members.

Coffee Maker Instructions

1. Place a coffee filter into the removeable, black plastic coffee ground holder on the front side of the coffee machine and add one packet of coffee. Replace coffee ground holder.
2. Make sure an empty stainless steel coffee pot is underneath. The top of the pot and bottom of coffee ground holder should align.
3. Fill plastic white pitcher with water from the water cooler up to fill line near the top of the container.
4. Pour water into basin opening located on the top of coffee machine.
5. A green light will come on when the coffee is ready to brew. If there is no light, make sure the machine is plugged in.
6. When finished brewing coffee pots do not need a burner as they will stay warm for up to 4 hours.
7. Make sure used filters and coffee grounds are removed and placed in the trash.
8. Wipe up any drips or spills.

Before You Leave

Please treat the Chamber facility and its contents with pride and care. Please leave everything in the condition you found it, so it is ready for the next Member to use.

- Turn off TV.
- Empty filter and rinse pots from Coffee Machine (DO NOT UNPLUG).
- Put tables and chairs back to original configuration.
- Place dirty dishes in dishwasher. Run if full. Dishwasher tablets are underneath the sink.
- Turn off lights including Chandelier in hallway (switch is located next to kitchen doorway).
- All trash/recycling must be bagged and placed in appropriate containers (outside) on the southeast side of the building. OR, if you have a large quantity of garbage or recycling (i.e. recyclable boxes or full garbage bags) please dispose of using your own means.
- Please wipe up any spills or debris.
- Hang key in kitchen.
- Lock door - Make sure door is locked before you drive away.
- Please note, if you intend to use Chamber appliances, roasters, crockpots, etc., a donation beyond the normal, low rental fee will be requested to cover energy/utility costs and keep Chamber events and benefits affordable for our members.

Thank You!