

Guidelines: Facility Use for Headquarters

- **All activities at Headquarters is coordinated through the current state President** who in turn will notify Chaffin Bozeman of use of the facility.
- Use of building will exclude Chaffin Bozeman's office and Thomas Wasson's office. All other areas are available for use. **Hours for use: After Hinds business hours and week-ends.**
- Respect use of property. Leave all areas in the same condition as found.
- Use of copy machine is restricted to use with paper provided by your organization. There will be no cost for toner, etc...
- Kitchen area is available for use. Respect all items located in kitchen. Trash should be left in the kitchen with the bags tied. Additional bags will be located on the cans.
- All electrical items should be turned off before leaving the building i.e. lights, computer, etc...
- All doors should be locked as leaving the building.
- Any maintenance issues should be communicated to Chaffin Bozeman.
- Use of phones is restricted to local calls.