

Large Group Instruction Room Guidelines

1. Usage limited to Large Group Instruction Room only.
2. Food may only be served to adult groups; if food is served to children, reserve the cafeteria.
3. The kitchen areas must be completely cleaned.
4. No arts and crafts (messy activities) permitted in the Large Group Instruction Room.
5. A specific set up and take down by a custodian costs \$50.00/hour (minimum two hours). A group may set up and take its own chairs and tables instead of using custodial services. Room must be left as originally found.
6. The use of the sound system and/or projector system, will require hiring of a Cranbury staff member.
7. Children/young adults must be supervised at all times.
8. No one is allowed to sit on or jump from ramp wall.
9. All groups must leave the facility by 10:00 PM. Each group must adhere to the hours for which they are assigned and may not extend the hours without approval from the Business Administrator.
10. The supervisor must remain until all participants have left and notify the custodian before leaving the building.
11. Any organization that does not abide by the rules or causes damage to the facility may be subject to termination of the building usage.

