



La Vida Adirondack Room Reservations

Use of La Vida's Adirondack Room is secured by requesting the space through 25Live. For non-Gordon groups, please fill out the registration form at: www.gordon.edu/lavida/meetingspace. The room is located at the La Vida office and holds up to 30 people and has comfortable couches and chairs. You can also request to use the kitchen and dining area. The goal of this document is to ensure that we are all being good stewards of the space Gordon has given us to do ministry and to make sure those groups that follow another group don't have to spend extra time cleaning in preparation for their event. Guests should remain in the downstairs area and are not permitted in the offices, reception area or basement. La Vida has priority use of the space. In the event of inclement weather, our La Vida groups may need to use the indoor space. If this happens, you will be contacted as soon as possible to find another meeting space. **It is your responsibility to read this document entirely so you are aware of your responsibility of the space.**

Access:

- Reservations must be made a minimum of 1 week in advance. Reservations are only approved two weeks in advance if there is no La Vida programming scheduled. You are responsible for calling Gordon Police to let you into the house as well as calling before you leave so they can lock up. **Do not leave until Gordon Police has arrived to lock up.**

Cleaning:

- Please follow the checklist to complete all cleaning of the space after your event.

Parking:

- During La Vida business hours (M-F, 9a.m.-5p.m.), we can allow 1-2 cars from your group but all other guests should park at the Woodland parking lot and walk to the house.
- Outside of normal business hours, we can allow 6 cars in the marked spots and 5 or less in the gravel spots along the driveway.

Setup and Teardown:

- You are responsible for setup and teardown. There are six 6 foot tables and 36 chairs at the bottom of the basement stairs. Please return tables and chairs to the basement. If you require more, please contact physical plant and put in a work order request.

Furnishings:

- During the winter season, be mindful of not tracking snow and salt through the house by wiping your shoes at the front door.
- Treat the couches, tables, etc. with the same care you would at home.
- Due to floor damage, the heavy couches and armchairs may not be moved to other locations in the room.
- Do not take any pictures, tools, baskets, T-shirts, etc. off the walls.
- If there is a spill, clean it up ASAP with proper cleaners found in the laundry room and under the sink.

Dishes:

- Groups may use the dishes, glasses, pots, pans, utensils, etc.

Carpet:

- If there is a spill, use the carpet stain cleaner to get the stain out before it sets in.

Heat:

- Thermostats are located next to the mailboxes in the reception area and by the door of the ADK room. Turn up the heat by pressing the up or down arrows for the main floor, but do not re-program. To adjust heat in the ADK Room, move the dial to the desired temperature.

Fireplace:

- Only La Vida staff can use the fireplace.

In case of emergency please call x4444 or 978-867-4444

Thank you for your help with these efforts to keep the space clean and available for others to enjoy!



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- **La Vida Space Cleaning Checklist:** Please sign below once you have completed this list. After your event, our staff will check that these things have been done well.

- Turn off all appliances:** stove, oven, toaster oven, coffee pot, etc.
- Thermostat Control:** If you changed heat settings on the main floor, press "Run Program" to manually reset the thermostat. In the ADK room, manually change it back to 60 degrees.
- Clean:** Groups who do not clean up after themselves may forfeit the opportunity to use the space in the future.
 - Sanitize (use the all-purpose spray and towel from under the sink): Countertops, Tables, Chairs, Microwave, Stovetop
 - Return tables and chairs to the basement
 - Sweep floor with broom and dust pan in the laundry closet
 - Mop up any spills with the Swiffer or mop
 - Vacuum ADK Room Carpet if used. Vacuum entry mats if necessary.
 - Wash & dry dishes and return all cleaned and dried dishes to appointed places
 - Clean out the sink
 - Place dirty towels on top of the washing machine in the laundry room
- Whiteboard:** If you used the whiteboard, please use the eraser and cleaning spray to wipe it off. Return to back wall in ADK Room.
- Garbage:** Empty trash and recycling and bring downstairs to garage cans. Insert new bag liners. Do not leave food in the trash.
- Food:** Take leftover food and drinks with you and any paper products and utensils you brought in.
- Lights:**
 - Please turn off all lights when you leave. The motion lights over the garage will turn off automatically after you leave.
 - During the Christmas season, unplug all Christmas lights in the ADK Room, Dining Room, etc.
- Lock Up:** Call Gordon Police 10 minutes before you are ready to leave and wait for them to arrive. 978-867-4444. Do not lock the basement door going into the garage.

If anything gets damaged, broken or is not working properly: Please report it to Amber at 978-867-4111. Cost of damages will be billed to the department account number you provided on the reservation request form.

Name: _____ Signature: _____

Please note any damage OR general feedback for La Vida Staff:

The following fee structure is in place to help cover costs of repairs and replacement items for the ADK Room (chairs, tables, furnishings, cleaning supplies etc.):

Groups	Non-Gordon for profit	Non-Profits	Gordon College Departments*	Student Life
Up to 15 people	\$40 an hour	\$20 an hour	\$15 an hour	\$10 an hour
Between 16-30 people	\$60 an hour	\$30 an hour	\$25 an hour	\$20 an hour

[Prices are subject to change]

*Also applies to Gordon College employees using the space for personal use

Capacity:

Maximum capacity is 30 people.

For Office Use Only:

Did the group complete all things on cleaning checklist?

Any damage or things missing to note?

Any food or belongings left behind?

La Vida Staff Signature: _____